

**COUNTY OF SAN BERNARDINO  
REGISTRAR OF VOTERS**



**CANDIDATE'S  
HANDBOOK**

**DIRECT PRIMARY ELECTION  
MARCH 5, 2002  
and  
GENERAL ELECTION  
NOVEMBER 5, 2002**

**PREPARED BY:**

**Ingrid E. Gonzales  
Registrar of Voters  
777 East Rialto Avenue  
San Bernardino, Ca 92415-0770**

# YOU ARE INVITED

## FAIR POLITICAL PRACTICES COMMISSION (FPPC) MEETING

**DATE:** December 10, 2001  
**TIME:** 6:00 p.m.  
**PLACE:** Registrar of Voters  
Public Meeting Room  
777 East Rialto Avenue  
San Bernardino, CA  
**RSVP:** Contact the FPPC at 1-866-275-3772

## CAMPAIGN SERVICES MEETING

### MARCH 5, 2002 – DIRECT PRIMARY ELECTION

	FIRST MEETING	SECOND MEETING
<b>DATE:</b>	December 18, 2001	December 18, 2001
<b>TIME:</b>	12:00 Noon	6:00 p.m.
<b>PLACE:</b>	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino

### NOVEMBER 5, 2002 – DIRECT GENERAL ELECTION

	FIRST MEETING	SECOND MEETING
<b>DATE:</b>	August 19, 2002	August 19, 2002
<b>TIME:</b>	12:00 Noon	6:00 p.m.
<b>PLACE:</b>	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino

<b>PURPOSE</b>	<p>To allow the Registrar of Voter's staff an opportunity to get to know you and help to make running for office a positive experience.</p> <p>To give you an opportunity to learn and ask questions about:</p> <ul style="list-style-type: none"><li>• the reasons for the rules and requirements related to running for office.</li><li>• What services the Registrar of Voters office has to offer that might make it easier to run a campaign.</li><li>• the electoral process.</li></ul> <p>The Candidate Handbook contains a tremendous amount of information that relates to running for office. In addition, you will receive more information and forms when you take out and file papers. Although we try to assist you by providing as much information as possible, we also realize that it can be overwhelming or confusing – especially for first time candidates. Because of this, some candidates rely on others to assist them with their campaign. Whether you are involved in all the details of your campaign or whether you rely on others, it is vitally important that <u>you</u> understand the process because <u>you</u> will be the one most affected.</p>
<b>RSVP</b>	<p>You are encouraged to bring others with you if they will be involved in your campaign. It always helps when both parties are hearing the same thing.</p> <p>Call Candidate Services to give your name and the number attending. <b>(909) 387-2078 or 2079</b></p>

## LETTER FROM THE REGISTRAR OF VOTERS

The democratic process is dependent on candidates, voters, and election officials. If we do not communicate we damage the process and cause needless problems and confusion. The Registrar of Voters office is committed to providing the best possible service to you, your campaign staff, and the voters of this county.

**CANDIDATE HANDBOOK** - Running for office can be a confusing and difficult process, especially for the first time candidate. Even if you have run for office in the past, the laws may have changed. This handbook contains a wealth of information – please review it carefully and use it throughout your candidacy period. It has been prepared to assist you in understanding and complying with the requirements and laws related to candidates. You will receive a great deal of information during the filing process – much of it verbally. Given the volume of information being exchanged, information can easily be misunderstood. The handbook is valuable for reinforcing verbal instructions and answers.

**CANDIDATE SERVICES MEETING** - See the inside cover, which is an invitation to attend this meeting.

I strongly urge all candidates AND campaign managers to attend. You both have to work as a team if you want to avoid some of the pitfalls and problems of a campaign. It is much easier if you are both aware of laws, requirements, procedures, services, etc.

If you review your handbook carefully BEFORE coming to the meeting, you will be able to use the meeting to ask specific questions and focus on topics in which you are most interested. We want to be sure we have sufficient accommodations so we ask you to PLEASE RSVP if you plan to attend.

**FPPC MEETING** – MONDAY, DECEMBER 10, 2001, 6 P.M.

**LEGAL RESPONSIBILITY** - The Registrar of Voters will provide forms, instructional materials, and assistance. However, candidates must bear full responsibility to make their own determination as to all legal standards and duties. You are encouraged to review the laws related to elections. If you wish to do so, you will find the appropriate code books at many of your local libraries, or on display at the Registrar of Voters office.

### WHAT'S NEW OR DIFFERENT???

**15- DAY CLOSE OF REGISTRATION (AB1094)**– The deadline to register changed from 29 days prior, to 15 days prior to the election. There is no requirement to mail sample ballot pamphlets to voters who register after the 29<sup>th</sup> day. Any voter who registers after this date must receive a special voter notification postcard giving the location of the assigned polling place. The Registrar of Voters office will strive to mail sample ballot pamphlets until the 18<sup>th</sup> day. After that time we will be forced to use the postcard method of notification.

**SLIGHTLY AJAR PRIMARY (SB28)** - Voters not registered to a qualified political party – non-partisan, decline to state, and those registered with any unqualified political party – are referred to as Decline to State (DTS) voters. DTS voters may request to vote the partisan ballot of any qualified political party if the political party has notified the Secretary of State of their intent to participate in this process at least 135 days prior to the primary election. Also, the DTS voter who chooses to vote the ballot of a political party that is allowing participation, may now, at the option of the party, be allowed to vote on Central Committee candidates. The following chart reflect party choices for March 5, 2002.

<b>Party</b>	<b>Allows DTS voters</b>	<b>Allows voting on Central Committee</b>
American Independent	Yes	Yes
Democratic	Yes	No
Green	No	No
Libertarian	No	No
Natural Law	Yes	Yes
Reform	No	No
Republican	Yes	Yes

**REDISTRICTING** - The Registrar of Voters office completed Supervisorial redistricting on August 16, 2001. The remaining redistricting for congressional, state senate, and state assembly was completed on October 1, 2001. We are still waiting on the Secretary of State for final numbers of signatures in lieu for minor party candidates who choose to collect 10% of the registered voters of their party.

The new district lines have split many precincts. The result will be a change in polling place for thousands of voters. Although it is not uncommon for a polling place to change from one election to the next, this will increase dramatically for March 5, 2002. Keep this in mind when conducting your campaign – be sure you are using the latest polling place data from the Registrar of Voters office.

**PETITION CIRCULATION** - There is a difference between circulating an initiative petition and circulating petitions in lieu and nomination papers. Just to clarify - circulators of petitions in lieu and nomination papers **MUST** be registered voters and residents of the jurisdiction in which the candidate is to be voted on.

In the past the candidate was required to file an appointment of circulator form for anyone appointed to circulate nomination papers. There is no longer a requirement to file such a form.

Because of SB 28, Decline to State voters may sign petitions in lieu for partisan candidates whose party, at the time of submission of the petitions for verification, has notified the SOS that it has adopted a rule allowing such registrants to vote their party's ballot at the ensuing primary election. However, if the petition in lieu signatures will also be used for nomination signatures, the signer must be a resident of the jurisdiction and county and registered with the same party as the candidate for whom the petition is being circulated.

Exception – If minor party candidates chose to collect signatures in lieu's from 10% of registered voters of that party, Decline to State voters are not allowed to sign.

**CANDIDATE STATEMENTS FOR STATE LEGISLATIVE OFFICE** – Prop 34 allows candidates for state senate and state assembly to designate on the Form 501 that they will adhere to spending limits. If they do so, they will be entitled to purchase a 250 word candidate statement in the local sample ballot pamphlet, which will also include a list of those candidates who have agreed to the spending limits.

**REDESIGNED WEBSITE** ([www.sbcrov.com](http://www.sbcrov.com)) – The website has been redesigned to make it faster and easier to locate information. Information has been separated into three main areas: General Information; Current Election; and Past Elections. The “new” website will go on-line before December 1, 2001.

**TOUCHSCREEN VOTING PILOT PROJECT** - The Registrar of Voters has been working with an Early Voting Taskforce and issued a RFP for rental of an electronic voting (touchscreen) system to be used in the March 5, 2002 and November 5, 2002 elections, if approved by the Board of Supervisors on November 20th. Voting on these devices will occur at five City Clerk offices and the Inland Center beginning 29 days before the election and ending 7 days before the election. Any voter has the option of voting during this absentee voting period. Results from touchscreen devices will be interfaced with the current voting system after the polls close on election day. More information will be available at the Campaign Service meeting.

As you can see, much has changed in the last year or two. If my staff or I can be of any assistance, please let us know. I congratulate you on your decision to participate in the electoral process and hope that it will be a positive experience.

If you have questions or need additional information not in this handbook, please do not hesitate to directly contact Sharon Beringson, at (909) 387-2078 or myself at (909) 387-2083.

Sincerely,

INGRID E. GONZALES  
Registrar of Voters

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# TO CONTACT THE REGISTRAR OF VOTERS

The Registrar of Voters office is open from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays, and uses an automated phone system. For further information or more detailed explanations, please call the appropriate number listed below:

General Information	(909) 387-8300 or 1-800-881-VOTE (8683)
FAX	(909) 387-2022
Internet	<a href="http://www.sbcrov.com">http://www.sbcrov.com</a>

## QUESTIONS REGARDING

Absentee Application Voting	(909) 387-2047 or 387-2048
Campaign Disclosure	(909) 387-2080
Candidate Filing/Sample Ballot Content	(909) 387-2078 or 387-2079
Obtaining Election Night Results	(909) 387-8300 or 1-800-881-8683
Polls and Officers	(909) 381-2860
Purchase of Maps	(909) 387-2045
Purchase of Tapes, Labels, Indexes, Polls List, Etc.	(909) 387-2080 or 387-2079
Registration Classes/Materials	(909) 387-2047 or 387-2048

Cities/Towns conducting elections in the year 2002 are listed on the following page.

## CITIES

The following cities/towns will be conducting elections in the calendar year 2002 and will have candidates on the respective ballots. Candidates for city office file with the respective city. For information, please contact the respective City/Town Clerk.

ELECTION DATE	CITY/TOWN	TELEPHONE NUMBER
March 5, 2002	City of Loma Linda	(909) 799-2818
November 5, 2002	City of Adelanto	(760) 246-2300, Ext. 3049
	Town of Apple Valley	(760) 240-7800
	City of Barstow	(760) 256-3531
	City of Big Bear Lake	(909) 866-5832/5831
	City of Chino	(909) 590-5562
	City of Chino Hills	(909) 590-1511, Ext. 2620
	City of Colton	(909) 370-5032
	City of Fontana	(909) 350-7605
	City of Grand Terrace	(909) 824-6621
	City of Hesperia	(760) 947-1000, Ext. 1100
	City of Highland	(909) 864-6861, Ext. 226
	City of Montclair	(909) 626-8571, Ext. 403
	City of Ontario	(909) 391-0699
	City of Rancho Cucamonga	(909) 477-2700, Ext. 2005
	City of Rialto	(909) 820-2519
	City of Twentynine Palms	(760) 367-6799
	City of Upland	(909) 931-4121
	City of Victorville	(760) 955-5000, Ext. 5026
	City of Yucaipa	(909) 797-2489, Ext. 221
	Town of Yucca Valley	(760) 369-7207

## **ROV ORGANIZATIONAL CHART**

## **CHAPTER 1**

**DETERMINE IF YOU ARE ELIGIBLE  
AND  
WANT TO RUN**

## **LOSS OF CONFIDENTIALITY**

The voter file is confidential. Access is governed by the Elections Code and is essentially limited to use for governmental, election, scholarly or journalistic purposes. Use is monitored by application procedures. This confidentiality prevents a person from walking into the elections office and viewing residence address information on a voter, without authorization. Once you become a candidate these rules do not change.

However, you should be aware that the papers you complete during the process of running for office, are public information – available for public inspection without authorization or application.



## GENERAL ELIGIBILITY/QUALIFICATIONS

These are requirements that do not apply to one specific office, but may not apply to every office on the ballot. Included is the applicable section of code for your further research, if necessary. For requirements applicable to a specific office, see the following pages.

In general, it is not the responsibility of the Registrar of Voters to determine that a candidate meets the requirements. The candidate signs the Declaration of Candidacy under penalty of perjury saying that they do meet the requirements for that office. However, Elections Code 13.5 requires further documentation for specific county offices. Those candidates will be required to complete additional documentation.

GENERAL OR MISCELLANEOUS REQUIREMENTS TO RUN FOR OFFICE	
TO RUN	Except as otherwise provided, a person is not eligible to a county, city or district office unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that Declaration of Candidacy/Nomination Papers are issued to the person or at the time of the persons appointment. (G.C. §24991-'94)
	Notwithstanding any other provisions of law, a public officer who is a minor shall have the right and liability of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. (G.C. §275.2-'71)
	A person is incapable of holding a civic office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. (G.C. §1020-'71)
	A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of this state. (G.C. §1021-'43)
FOR PARTISAN OFFICES ONLY:	No declaration of candidacy for a partisan office or for membership on a county central committee shall be filed, by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as s/he has been eligible to register to vote in the state, the candidate is shown by his/her affidavit of registration to be affiliated with the political party the nomination of which s/he seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than the political party the nomination of which s/he seeks within 12 months immediately prior to the filing of the declaration. (E.C. 8001-'94)

<b>IF ELECTED</b>	<p><u>Government Code</u> (Section 1. Article 1.8 (commencing with Section 53227) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code:</p> <p>53227.a An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.</p> <p>53227.b For any individual who is an employee of a local agency and elected or appointed member of that local agency's legislative body prior to January 1, 1996, this section shall apply when he or she is reelected or reappointed, on or after January 1, 1996, as a member of the local Agency's legislative body.</p> <p>53227.c This section does not apply to any volunteer firefighter who does not receive a salary, or where the salary the volunteer firefighter would otherwise receive is applied directly by the local agency toward the purchase of disability life, health, or similar insurance coverage.</p> <p>53227.1 This article shall not be construed to preempt Sections 35107 and 72103 of the Education Code.</p> <p>53227.2 For purposes of this article, the following definitions apply:</p> <p>a. "Local agency" means a city, city and county, district, municipal or public corporation, political subdivision, or other public agency of the state.</p> <p>b. "Legislative body" means the board of supervisors of a city and county, the city council of a city, or the governing body of a district, municipal or public corporation, political subdivision, or other public agency of the state.</p>
<b>BOND:</b>	<p>Information on bonding will be provided when taking office.</p> <p>Note: All winning candidates with the exception of Judges and County Central Committees must be able to be bonded. Check with Risk Management Division, 222 W. Hospitality Lane, San Bernardino, CA 92415-0016, regarding their bond. The bond must be recorded and filed in the proper office within the time prescribed for filing the oath.</p> <p>Oath of office is provided, along with a Certificate of Election to all winning candidates who have filed in San Bernardino County. Candidates have the option of having the Oath administered by 1) Registrar of Voters Office; 2) Judge; 3) Retired Judge; 4) Member of the Legislature or; 5) Notary. (G.C. 1225, 1362)</p>
<b>FORM 700:</b>	<p><u>Conflict of Interest Code (Form 700):</u> Each district has adopted a conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 as amended. Statements shall be filed by designated officers and employees as required by the district's code and shall disclose any reportable investments and interests in real property. (G.C. 87300 et seq. -'75)</p>

## SPECIFIC ELIGIBILITY/QUALIFICATION REQUIREMENTS AND TERMS OF OFFICE

### PARTISAN OFFICES

No declaration of candidacy for a partisan office or for membership on a county central committee shall be filed, by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as s/he has been eligible to register to vote in the state, the candidate is shown by his/her affidavit of registration to be affiliated with the political party the nomination of which s/he seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which s/he seeks within 12 months immediately prior to the filing of the declaration. (E.C. 8001-'94)

Office <sup>1</sup>	Term of Office	Term Begins	Qualifications <sup>2</sup>
Governor / Lieutenant Governor	4 yrs	Jan 6, 2003	Citizen of the United States, and a registered voter. The Governor may not hold another office. May not serve in the same office for more than two terms. <sup>3</sup>

<sup>1</sup> Any candidate for state partisan office shall have been registered with the political party the nomination of which he or she seeks continuously for not less than three months prior to the time of presentation of his/her Declaration of Candidacy or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California. The candidate shall not have been registered as affiliated with a political party other than that party within twelve months immediately prior to the filing of the Declaration of Candidacy. This party affiliation requirement is not applicable for candidates of political parties participating in their first direct primary election subsequent to their qualification as political parties. §8001

<sup>2</sup> Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and California residency of three years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

<sup>3</sup> Article V, Section 2, of the California Constitution requires California residency for five years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

Office <sup>1</sup>	Term of Office	Term Begins	Qualifications <sup>2,3</sup>
Secretary of State / Controller / Treasurer	4 yrs	Jan 6, 2003	Citizen of the U.S., resident of California, registered voter, and otherwise qualified to vote for that office. May not serve in the same office for more than two terms.
Attorney General	4 yrs	Jan 6, 2003	Same as for the Secretary of State. Additionally, the Attorney General shall have been admitted to practice before the Supreme Court of California for at least five years immediately preceding the election. May not serve in the same office for more than two terms.
Insurance Commissioner	4 yrs	Jan 6, 2003	Citizen of the U.S., resident of California, registered voter. During tenure of office, may not be an officer, agent, or employee of an insurer or directly or indirectly interested in any insurer or licensee under the California Insurance Code, except (a) as a policyholder, or, (b) by virtue of relationship by blood or marriage to any person interested in any insurer or licensee. May not serve in the same office for more than two terms.
Member, State Board of Equalization	4 yrs	Jan 6, 2003	Citizen of the United States, registered voter, and otherwise qualified to vote for that office at the time that nomination papers are issued. No member may serve in the same office for more than two terms.
United States Representative In Congress	2 yrs.	Jan.1, 2003	At least 25 years of age, registered voter, citizen of the United States for at least 7 years, resident of the state when elected.

<sup>1</sup> Any candidate for state partisan office shall have been registered with the political party the nomination of which he or she seeks continuously for not less than three months prior to the time of presentation of his/her Declaration of Candidacy or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California. The candidate shall not have been registered as affiliated with a political party other than that party within twelve months immediately prior to the filing of the Declaration of Candidacy. This party affiliation requirement is not applicable for candidates of political parties participating in their first direct primary election subsequent to their qualification as political parties. §8001

<sup>2</sup> Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and California residency of three years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

<sup>3</sup> Article V, Section 2, of the California Constitution requires California residency for five years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

Office <sup>3</sup>	Term of Office	Term Begins	Qualifications <sup>2,3</sup>
State Senator	4 yrs.	Dec. 2, 2002	Citizen of the United States, registered voter in the district at the time nomination papers are issued. <sup>4</sup> May not have served two terms in the State Senate since November 6, 1990.
Member of The Assembly	2 yrs.	Dec. 2, 2002	Citizen of the United States, registered voter In the district at the time nomination papers are issued. <sup>2</sup> May not have served three terms in the State Assembly since November 6, 1990.
County Central Committees	2 yrs.	Varies	See qualification requirements for partisan offices above.

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<sup>1</sup> Any candidate for state partisan office shall have been registered with the political party the nomination of which he or she seeks continuously for not less than three months prior to the time of presentation of his/her Declaration of Candidacy or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California. The candidate shall not have been registered as affiliated with a political party other than that party within twelve months immediately prior to the filing of the Declaration of Candidacy. This party affiliation requirement is not applicable for candidates of political parties participating in their first direct primary election subsequent to their qualification as political parties. §8001

<sup>2</sup> Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and California residency of three years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

<sup>3</sup> Article V, Section 2, of the California Constitution requires California residency for five years. However, it is the legal opinion of the Secretary of States office that these provisions violate the U.S. Constitution.

## NONPARTISAN OFFICES

**NOTE: Offices marked with an asterisk (\*) are subject to the requirements of Election Code 13.5.**

Office	Term of Office	Term Begins	Qualifications
Superintendent of Public Instruction*	4 yrs	Jan 6, 2003	Citizen of the U.S., resident of California, registered voter at the time nomination papers are issued. May not serve more than two terms.
Judge of the Superior Court*	6 yrs.	Jan 6, 2003	Citizen of the U.S., registered voter, member of the State Bar for ten years or have served as a judge of a California court of record for ten years immediately preceding the election.
Board of Supervisors	4 Yrs	Dec 2, 2002	A Member of the Board of Supervisors shall have been a registered voter of the district which s/he seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents, and shall reside in the district during their incumbency. (G.C. 25041 – '89)
Assessor	4 yrs	Jan 6, 2003	No person shall exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.  Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment.  This shall not apply to any person holding the office of assessor on January 1, 1997. (G.C. 24002.5 – '96)
Auditor/Controller-Recorder*	4 yrs	Jan 6, 2003	Citizen of the U.S., registered voter at the time nomination papers are issued.

**Continued**

**NONPARTISAN OFFICES (Continued)**

Office	Term of Office	Term Begins	Qualifications
County Superintendent of Schools *	4 yrs	Jan 6, 2003	<p>a. All county superintendents of schools in counties Within classes 1-8, inclusive, shall possess a valid Certification document authorizing administrative Services at the time of the election.</p> <p>b. For purposes of this section, the possession of a Valid elementary administrative credential and a Valid secondary administrative credential are equivalent to the possession of a valid general administrative credential.</p> <p>(Ed.C. 1205 – '87, 1206 – '76, and 1208 – - '87)</p>
District Attorney *	4 yrs	Jan 6, 2003	<p>A person is not eligible to the office of district attorney unless s/he has been admitted to practice in the Supreme Court of the State.</p> <p>(G.C. 24002 – '47)</p>
Sheriff *	4 yrs	Jan 6, 2003	<p>(a) No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she needs one of the following criteria:</p> <p>(1) An active or inactive advance certificate issued by The Commission on Peace Office Standards and Training.</p> <p>(2) One year of full-time, salaried law enforcement Experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.</p> <p>(3) Two years of full-time, salaried law enforcement Experience within the provisions of Section 830.1 and 830.2 of the Penal Code at least of portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.</p>

**(Continued)**

**NONPARTISAN OFFICES (Continued)**

Office	Term of Office	Term Begins	Qualifications
Sheriff * (Continued)			<p>(4) Three years of full-time, salaried law enforcement Experience within the provisions of Section 830.1 and 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.</p> <p>(5) Four years of full-time, salaried law enforcement Experience within the provisions of Section 830.1 and 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent.</p> <p>(b) All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment to the office of sheriff. (G.C. 24004.3 – '88)</p>
Treasurer/Tax Collector*	4 yrs	Jan 6, 2003	<p>Qualifications:</p> <p>1. No person shall be eligible for election or appointment of the office of county treasurer-tax collector unless that person meets at least one of the following criteria:</p> <p>(a) The person has served in a senior financial Management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.</p> <p>(b) The person possesses a valid baccalaureate, masters, or doctor degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.</p>

**(Continued)**



<b>NONPARTISAN OFFICES (Continued)</b>
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Office	Term of Office	Term Begins	Qualifications
Treasurer/Tax Collector (Continued)			<p>(c) The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, a permit authorizing that person to practice as, a certified public accountant.</p> <p>(d) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.</p> <p>(e) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.</p> <p>(f) This section shall only apply to any person duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector on or after January 1, 1998.</p> <p>2. Should the qualification requirements of Government Code 27000.7 be amended by the legislature, the provisions of this section shall be deemed amended in the same manner.</p>

**CONTINUING EDUCATION:**

1. After the election of a county treasurer-tax collector to office, that person shall complete a valid continuing course study as prescribed in this section, and shall during the person's four-year term of office on or before June 30 of the fourth year, render to the State Controller a certification indicating that the person has successfully completed a continuing education program consisting of, at a minimum, 48 hours, or an equivalent amount of continuing education units within the discipline of treasury management or public finance, public administration, governmental accounting, or directly related subjects, offered by a recognized state or national association, institute, or accredited college or University, or the California Debt and Investment Advisory Commission, that provides the requisite educational programs prescribed in this section. The willful or negligent failure of any elected county treasurer-tax collector to comply with the requirements of this Section shall be deemed a violation of Government Code Section 27000.8.

**(Continued)**

<b>NONPARTISAN OFFICES (Continued)</b>
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Office	Term of Office	Term Begins	Qualifications
Treasurer/Tax Collector (Continued)			2. Should the continuing education requirements of Government Code Section 27000.8 be amended by The legislature, the provisions of this section shall be Deemed amended in the same manner. (G.C. 27000.8 and S.B.C.C. Title, Div 2, Chapter 28 (Added)
Other County or District Offices	4 Yrs	Dec 6, 2002 or Jan 6, 2003	A person is not eligible to a county or district office, unless s/he is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

DISTRICT QUALIFICATIONS OF CANDIDATES		
Airport District	A registered voter and a resident of the district.	P.U.C. 22401-'79 and G.C. 24001-'94
Community Services District	A registered elector residing within the boundaries of the district.	G.C. 61200-'57
County Water District	Director-at-Large: A voter of the district  Director for Division: A voter of the division by which he/she is elected.	W.C. 30500-'49 and 30735-'49
Fire Protection District	A registered voter of the district.	H.&S.C. 13841-'90; E.C. 359-'94
Health Care District	A registered voter residing in the district. Must state occupation and place of employment in ballot information under specified conditions.	H.&S.C. 32100-'94; 32100.1-'94
Municipal Water District	A registered voter and a resident of the division for which they are elected.	W.C. 71250-'63; 71501-'63 ; G.C. 24001-'94
Recreation and Park District	A qualified voter of the district or a qualified voter of this state and an owner of real property within the district.	P.R.C. 5783.3-'70
Water District	Director-at-Large: A voter of the district.  Director for Division: A voter of the division by which he/she is elected.	W.C. 30500-'49 and 30735-'49
Water Agency	1. <u>Bighorn-Desert View</u> Director-at-Large: A registered voter and a resident of the agency.	W.C. Apps. Ch. 112-5-'89 G.C. 24001-'94
	2. <u>Crestline-Lake Arrowhead</u> Registered to vote within the division for which he/she is a candidate.	W.C. Apps. Ch. 104-2-'62; 104-42-'62
	3. <u>Mojave Water Agency</u> Registered to vote within the division he/she is a candidate.	W.C. Apps. Ch. 94-4-'86
Water Conservation District	A qualified elector of the division and a registered voter.	W.C. 74091-'65



## **CHAPTER 2**

**OBTAIN AND FILE CANDIDATE DOCUMENTS**

## OVERVIEW

There are three stages in the process leading to a candidate becoming qualified for the ballot. Those stages are summarized below and more specific information follows on separate pages. By the time you obtain this handbook, stages 1 and 2 will be underway. When you come to the Registrar of Voters office to file for an office, you will be given this handbook, along with various forms and instructions. Not everything applies to every office so please study this information carefully and call if you have a question.

The information that follows does not apply to write-in candidates. For specific information on write-in candidates, see page 40. For more information on independent candidates, see page 38.

STAGE 1	APPLIES TO			TIME	GENERAL
		ISSUED	FILED	FRAMES	DESCRIPTION
Petition In Lieu of Filing Fee	State Constitutional offices, State Senate, State Assembly, Insurance Commissioner, Board of Equalization and Independent candidate* for these offices	S.O.S. Or R.O.V.	R.O.V.	9/28 through 11/7	See page 16 for specifics.  Any candidate may take out petitions to obtain signatures that will be used to offset the cost of the filing fee. Numbers and value appear in Filing Fees/ Nomination Signatures on page 30. The petition is entitled Petition In Lieu of Filing Fee. This process is also commonly referred to as Sigs in Lieu.
	Judicial offices			Extension To 11/12 If incumbent fails to file Declaration of Intent by 11/7	
	U.S. Senate, U.S. Congressional, and Independent candidate for these offices			9/28 through 11/26	Notes: Signatures on petition in lieu may also be used as nomination signatures. If for a partisan office, they must be of the same party as candidate.
	All other candidates				

\* An independent candidate is one not registered to any political party.

STAGE 2	APPLIES TO			TIME FRAMES	GENERAL DESCRIPTION
		ISSUED	FILEI		
Declaration of Intention	State Constitutional, State Senate and State Assembly, Insurance Commissioner, State Board of Equalization and Independent candidate for these offices	S.O.S. Or R.O.V.	S.O.S. or R.O.V.	10/29 through 11/7  Extension To 11/13 if incumbent fails to file by 11/7	See page 19 for specifics.  This form announces the candidate's intention of running for the office and proceeds the Candidate Filing period.          Note: Non refundable filing fee must be paid (or sufficient signatures in lieu filed) at the time the declaration of intent is filed.
	Judicial	R.O.V.	R.O.V.		
	(Does not apply to U.S. Senate or U.S. Representative in Congress)				

STAGE 3	APPLIES TO			TIME FRAMES	GENERAL DESCRIPTION
		ISSUED	FILED		
Candidate Filing Period	<p>All candidates except Independent Candidates</p> <p>Note: Independent Candidates paid filing fee at time of Declaration of Intention. However, their candidate filing period is June 10<sup>th</sup> through August 9<sup>th</sup> because they do not run in Primary</p>	R.O.V.	R.O.V.	<p>11/13 through 12/7</p> <p>Extension to 12/12 when incumbent fails to file</p> <p>Extension to 12/21 if only one candidate filed for partisan office but died after 12/7 and by 12/12</p>	<p>See page 21 for specifics.</p> <p>During the Candidate Filing Period, candidates complete the <b>Declaration of Candidacy</b>, select a <b>Ballot Designation</b>, are given the <b>Oath of Allegiance</b>, submit required <b>Nomination Signatures</b>, and waive or submit – with payment – a <b>Candidate Statement</b> (if allowed). Candidates also have the option of signing a <b>Code of Fair Campaign Practices</b>. At this time candidates must meet the qualification requirements for that office.</p> <p><b>Nomination papers</b> (petitions) are available at the beginning of the Candidate Filing Period. Candidates using petitions in lieu have the option to use those signatures towards the required nomination signatures.</p> <p>The nonrefundable filing fee <b>MUST</b> be paid before Declaration of Candidacy or nomination papers may be issued. <b>NOTE:</b> Those candidates required to file a Declaration of Intent paid the filing fee at that time.</p>

### CAMPAIGN DISCLOSURE FILING

Depending upon when you begin to raise or expend funds on your campaign, you will have to meet the requirements for campaign disclosure. The forms and instructions are provided by the Registrar of Voters for all offices with the exception of federal. CHAPTER 3 will cover campaign documents and requirements in detail.



PETITION IN LIEU GUIDELINES		
<b>PURPOSE</b>	Signatures may be obtained on petitions (provided by the Registrar of Voters) to be counted toward payment of all, or any portion of the filing fee. In addition, signatures on Petitions In Lieu that are submitted by the filing deadlines shown below, may also be used toward the nomination signature requirements. This guide is prepared to aid candidates in the issuance and circulation of such petitions. This process is available to all candidates.	E.C. 8106-'94
<b>WHEN/WHERE AVAILABLE</b>	<p>Petition in lieu of filing fee forms may be obtained from the Registrar of Voters office beginning <b>Friday, September 28, 2001</b>. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. At the time of issuance, the Registrar of Voters shall fill in the following information:</p> <p>Name of candidate – office sought – political party (if applicable) – election information – complete “Official Filing Form” box.</p> <p><b>Note:</b> Forms also available from Secretary of State.</p>	E.C. 8061-'94 8105-'94 8106-'94
<b>PETITION CIRCULATION AND FILING PERIOD</b>	<p>Petitions must be filed with elections official in county where circulated.</p> <p><b>1. <u>Partisan and Independent Candidates for State Constitutional, State Senate, State Assembly, Plus Judicial Candidates:</u></b></p> <p><b><u>September 28 through November 7</u></b> – Petitions In Lieu may be filed as early as September 28<sup>th</sup> or as late as 5:00 p.m. on November 7<sup>th</sup>. However, all such petitions must have been filed prior to, or at the time of filing the Declaration of Intention. If such petitions do not contain sufficient signatures to offset the entire filing fee, the candidate must submit a check for the difference at the time of filing the Declaration of Intention.</p> <p><b>2. <u>Partisan Candidates for U.S. Senate, U.S. House of Representatives, and all other candidates for offices requiring a filing fee, (except those listed in paragraph 1):</u></b></p> <p><b><u>September 28 through November 26*</u></b> – Petition In Lieu may be filed as early as September 28 or as late as 5:00 p.m. on November 26<sup>th</sup>. However, all such petitions must have been filed prior to, or at the time of obtaining Nomination Papers. Note: Although the nomination period ends on December 7<sup>th</sup>, the deadline for Petition In Lieu is earlier to allow for the verification process. If Petitions In Lieu do not contain sufficient signatures to offset the entire filing fee, the candidate must submit a check for the difference at the time of obtaining nomination papers.</p> <p><b>* Deadline falls on a holiday, November 22, 2001; therefore, performance of these duties move to the next business day of November 26, 2001, 5:00 p.m.</b></p>	

<b>ACCESS/ VIEWING</b>	Petitions In Lieu are public information from the time issued, during term of office, and for four years after expiration of term.	E.C. 17100-'94
<b>IF CANDIDATE DECIDES NOT TO FILE</b>	If after obtaining signatures on Petitions In Lieu, a candidate decides not to submit any Petitions In Lieu but instead pay the entire filing fee, any signatures collected <b>prior</b> to November 13, 2001 (first day of nomination period) may not be used as nomination signatures.	
<b>WHO CAN OBTAIN FORMS</b>	The Registrar of Voters will issue petition in lieu forms directly to the candidate, or to a person whom the candidate, has authorized in writing to receive the forms and deliver them to the candidate. This procedure is a protection against a voter being reported by the media to be a candidate as the result of papers being issued without the voter's knowledge.	
<b>QUANTITY ISSUED</b>	The forms (available at no charge) will have space for the number of signatures needed to pay the full filing fee. If more forms are desired, a "master form" will be provided for additional copies to be printed at the candidate's expense.	
<b>WHO CAN CIRCULATE</b>	A circulator must be a registered voter in the district or political subdivision in which the candidate is to be voted on. The circulator shall serve within the county in which he/she resides. Any number of qualified people may circulate petitions for a candidate. However, each form can have only one circulator, as the person must sign that he/she witnessed all signatures on the form. A candidate may circulate his/her own Petition In Lieu of filing fee.	E.C. 8106-94
<b>CIRCULATOR'S AFFIDAVIT</b>	Circulators must complete the circulator's affidavit on the back of the petition section <b><u>in their own handwriting</u></b> after obtaining the signatures to the petition. Each petition section must contain an original executed circulator's affidavit before the signatures will be counted.	
<b>PETITION SIGNERS</b>	<p><b>Partisan Offices ( 1) Republican, 2) Democratic, or, 3) minor parties who do not choose to follow E.C. 8106(a)(6) which requires fewer signatures) –</b> Signers must be a resident of the jurisdiction and the county and registered with the same party as the candidate for whom the petition is being circulated, except that a decline-to-state (DTS) registrant may sign the petition of any partisan candidate whose party, at the time of submission of the petitions for verification, has notified the Secretary of State that it has adopted a rule allowing such registrants to vote their party's ballot at the ensuing primary election.</p> <p>Note: If the petition in lieu signatures will also be used for nomination signatures, the signer must be a resident of the jurisdiction and county and registered with the <u>same</u> party as the candidate for whom the petition is being circulated.</p> <p><b>Partisan Offices (Minor parties adhering to E.C. 8106(a)(6) –</b> These candidates must collect 10% of the registered voters of that party in the district in which he or she seeks the nomination, or 150 signatures, whichever is less. If the candidate follows this section for his or her in lieu of filing fee, then all of the signatures have to be from the candidate's party. As a result, DTS voters are not allowed to sign these petitions even if the party of the candidate has notified the Secretary of State that they will allow DTS voters to vote in the party's primary.</p> <p><b>Non- Partisan Offices –</b> Signers must be a resident of the jurisdiction and the county and eligible to vote for the candidate for whom the petition is being circulated.</p>	E.C. 8106-'94

<b>PETITION SIGNERS (Continued)</b>	<p>Each signer of the petition must write his/her signature and shall include his/her printed name and place of residence (number, street, city) in the presence of the circulator.</p> <p>If a voter signs more candidates' Petitions In Lieu than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.</p> <p>Signatures on Petition In Lieu may be used to offset filing fee AND as nomination signatures. Signatures on nomination papers cannot be used to offset filing fees. A voter may sign both a candidate's Petition In Lieu and their nomination paper. However, if the voter signed both forms, only one of the signatures will be used towards nomination.</p> <p>All signers of the same section of a petition must be registered in one county. Different sections must be used in each county where the petitions are circulated and then filed with the Registrar of Voters/County Clerk in the affected county.</p>	
<b>GENERAL INFORMATION</b>	<p>It is recommended that each candidate submit a greater number of signatures to allow for subsequent losses due to invalidity of some signatures. Petition sections should be submitted to the Registrar of Voters office <u>periodically</u> rather than in one batch on the last day.</p> <p>Upon receipt of the minimum number of signatures required or a sufficient combination of such signatures and pro rata filing fee, the Registrar of Voters shall issue nomination papers provisionally. (Nomination period beings November 13th). Within ten days the candidate will be notified of any deficiency in signatures, and shall then prior to the close of the nomination period (December 7, 2001) either submit a supplemental petition or pay a pro rata portion of the filing fee to cover the deficiency.</p> <p>Signatures on a Petition In Lieu shall be counted toward the number of voters required to sign nomination papers, if they are submitted during the Petition In Lieu period. If a Petition In Lieu contains a requisite number of valid signatures, the candidate shall not be required to file nomination papers, but may request the Registrar of Voters to accept the petition instead of filing nomination papers.</p>	<p>E.C. 8106-'94</p>

#### NOTICE

**All candidates must file a Declaration of Candidacy** between November 13 and December 7 even if the petitions in lieu contain a sufficient number of signatures to count toward the nomination signatures.

For information on Independent candidates, see page 38

DECLARATION OF INTENTION		
<b>PURPOSE/ OFFICES AFFECTED</b>	<p>Each candidate for a party nomination for any state constitutional office, legislative office, insurance commissioner, state board of equalization, and independent candidates at the direct primary election shall file a written and signed declaration of his or her intention to become a candidate for his or her party's nomination for that office.</p> <p>Candidates for office of Judge of Superior Court must file a declaration of intention. The candidate shall state for which of the numerically designated office s/he intends to become a candidate.</p> <p>NOTE: Only candidates for offices listed above must file a Declaration of Intent.</p>	<p>E.C. 8022-'96</p> <p>E.C. 8023-'00</p>
<b>WHEN/WHERE AVAILABLE</b>	Declaration of Intention forms are available from either the Secretary of State or the Registrar of Voters, beginning October 29 through November 7, 2001.	
<b>WHO MAY OBTAIN FORMS</b>	The Registrar of Voters will issue Declaration of Intent forms directly to the candidate or to a person whom the candidate has authorized in writing to receive the forms and deliver them to the candidate. This procedure is a protection against a voter being reported by the media to be a candidate as the result of papers being issued without the voter's knowledge.	
<b>FILING PERIOD</b>	<p>Judicial candidates must file Declaration of Intent with the Registrar of Voters office.</p> <p>Candidates for state constitutional office, legislative office, insurance commissioner, state board of equalization, and independent candidates may file Declaration of Intention either with the Secretary of State or with the elections office in the county in which they reside.</p> <p>The deadline for filing forms is 5:00 p.m. December 7, 2001.</p> <p><b>Exception:</b> If the incumbent fails to file a Declaration of Intention by November 7, 2001, persons other than the incumbent may file Declaration of Intention no later than 5:00 p.m. on November 13, 2001. However, if the incumbent's failure to file a Declaration of Intention is because he or she has already served the maximum number of terms permitted by the California Constitution for that office, there shall be no extension.</p> <p><b>Exception:</b> If the incumbent of the office who is affiliated with any qualified political party files a Declaration of Intention, but for any reason fails to qualify for the nomination for the office by December 7, 2001, an additional five days shall be allowed for the filing of nomination papers for the office, and any person, other than the incumbent if otherwise qualified, may file nomination papers for the office until 5:00 p.m. on December 12, 2001, notwithstanding that s/he has not filed a written and signed Declaration of Intention to become a candidate for office as provided in subdivision (a).</p>	E.C. 8022-'96

**STAGE 2**

<b>FILING FEE</b>	The filing fee must be satisfied at the time of filing the Declaration of Intention. This can be accomplished by submitting sufficient signatures in lieu of filing fee, payment of full filing fee, or combination of the two. County candidates make checks payable to the <i>Registrar of Voters</i> , federal and state candidates make checks payable to <i>Secretary of State</i> . Cashier, certified or personal checks are acceptable. No cash payment is allowed. Filing fees are nonfundable.	
<b>ACCESS/ VIEWING</b>	Declarations of intention are public record from the time they are issued, during a term of office, and for four years after expiration of the term.	
<b>INCUMBENCY</b>	Reapportionment has created an unusual situation. Normally there is only one incumbent for each state or state assembly district. Because reapportionment changed district lines, the incumbent is the person currently serving that particular district number. However, it can also be an incumbent from another district moves into the newly created district. That means that for this election there could be more than one incumbent in one of these districts. This affects filing extensions when the incumbent fails to file – only one incumbent is needed to avoid an extension, and that incumbent could be an incumbent from another district moving into the new district. In regards to ballot designations and candidate statements, the eligible incumbents may use the occupation designation of the office to which they were elected along with either their old or new district number, and use the word incumbent or three words to describe their occupation.	

For information on Independent Candidate, see Page 38

CANDIDATE FILING		
<b>DEFINITIONS</b>	<p>Nomination period = also known as candidate filing period when candidates obtain and file documents and pay fees.</p> <p>Nomination document = there are several forms used in the candidate filing process and each can also be called a nomination document.</p> <p>Nomination paper = this is the form (petition) that is used specifically to gather nomination signatures.</p>	
<b>PURPOSE/ REQUIREMENT</b>	<p>During the candidate filing period, ALL candidates must complete and file the required forms (collectively known as nomination <u>documents</u>), pay the filing fee (unless paid with declaration of intention), and pay the cost of the candidate statement (if applicable).</p> <p>Several documents/steps are required to become qualified to appear on the ballot. Most documents can be filed independently of one another with the exception of the candidate statement which must be filed <u>with</u> nomination paper.</p>	
<b>FILING FEE</b>	<p>The filing fee must be paid, or satisfied with signatures in lieu, <u>before</u> declaration of candidacy or nomination papers are issued.</p> <ul style="list-style-type: none"> <li>County candidates make checks payable to the <i>Registrar of Voters</i>, federal and state candidates make checks payable to <i>Secretary of State</i>. Cashier, certified or personal checks are acceptable. No cash payment is allowed.</li> <li>Filing fees are nonrefundable.</li> </ul> <p>See pages 30-36 for amounts.</p>	
<b>WHEN/WHERE AVAILABLE</b>	<p>ALL nomination documents are issued by, and filed with, the Registrar of Voters. However, nomination documents and fees for United States Senators, Representatives in Congress, Members of the State Senate and Assembly are received by the Registrar of Voters and then forwarded to the Secretary of State.</p> <p>Candidate filing begins November 13, 2001 and ends at 5:00 p.m. on December 7, 2001.</p>	E.C. 8100- '95
<b>WHO MAY OBTAIN FORMS</b>	<p>The candidate may obtain forms or may, in a written statement signed and dated by the candidate, designate a person to receive a declaration of candidacy form (and related nomination documents) from the elections official and deliver to the candidate. The statement shall include language indicating that the candidate is aware that the declaration of candidacy must be properly executed and delivered to the elections official of the county of the candidate's residence by December 7, 2001. The Registrar of Voters will give the person authorized the complete set of nomination documents and the Candidate Handbook.</p> <p>Candidates are encouraged to complete the filing process at one time if possible. If the candidate must obtain nomination signatures, or prepare a candidate statement, this will not be possible.</p>	E.C. 8028- '94

FILING PERIOD	<p>The filing period begins November 13, 2001 and the <b>deadline</b> for completing the candidate filing process is 5:00 p.m. on December 7, 2001. <b>NOTE:</b> If forms are returned by mail, they must be received by this deadline – a postmark is not sufficient.</p> <p><b>Exception</b> – In the event an <b>incumbent fails to file</b> for office by the close of nomination, December 7, 2001, any person other than the incumbent shall have until 5:00 p.m. on December 12, 2001 to file for the office. There is no extension where there is no incumbent <u>eligible</u> to be elected, i.e. term limit or vacancy.</p> <p><b>Exception</b> – If only one candidate has declared a candidacy for a <b>partisan</b> nomination for a party qualified to participate at that election, and that <b>candidate dies after December 7, 2001 but before December 12, 2001</b>, any person qualified may circulate and deliver nomination documents up to 5:00 p.m. on December 21, 2001.</p> <p><b>Exception</b> – Filing of nomination documents for a nonpartisan office (except for judicial), shall be reopened when an incumbent is the candidate and there is only one challenger, and either the incumbent or challenger <b>dies after December 7, 2001 but before December 21, 2001</b>. The extension commences the day after the death and ends at 5:00 p.m. on December 21, 2001.</p>	<p>E.C. 8024- '94</p> <p>E.C. 8025- '94</p> <p>E.C. 8027- '94</p>
WITHDRAWAL OF CANDIDACY	<p>No candidate may withdraw as a candidate once the Declaration of Candidacy has been filed at the Primary Election.</p> <p>No candidate nominated at a primary election may withdraw as a candidate at the ensuing general election except as permitted under Elections Code 8800 et seq.</p>	<p>E.C. 8800- 8801- '94</p>
PROCEDURE	<p>All candidates intending to file will receive the Candidate Handbook. Although candidates will be assisted by, and receive instruction verbally from, the elections official, the handbook is a vital source of rules, requirements and information. It repeats and expands on the information provided in person. The list that follows summarizes the documents candidates receive during the candidate filing period.</p> <p><b>1. Declaration of Candidacy</b> (See page 24)</p> <p>Issued to all candidates.</p> <p>Form upon which: candidate declares under penalty of perjury that s/he meets the qualifications and requirements of the office being sought and will serve if nominated/elected; elections official administers the oath of allegiance; candidate designates ballot designation; and elections official verifies party affiliation (if applicable).</p> <p><b>2. Declaration of Qualifications</b> (See page 26)</p> <p>This applies only to judge of the superior court.</p> <p>Form that lists specific qualifications that candidates must meet, and the documentation required to demonstrate to the elections official that the candidate meets the qualifications.</p> <p style="text-align: right;">(Continued)</p>	

<b>PROCEDURE (Continued)</b>	<p><b>3. Nomination Papers</b> (See page 27) Issued to all candidates who have not met requirements for nomination signatures through the use of petition in lieu. Nomination paper (petition) used to gather nomination signatures.</p> <p><b>4. Candidate Statement / Acknowledgement</b> (See page 42) All candidates will sign the acknowledgement form and if no candidate statement is to be filed, the acknowledgement form contains a waiver that must be signed by the candidate. Candidate statement form is provided for submitting completed candidate statement, stating the candidate's education and qualifications.</p> <p><b>5. Code of Fair Campaign Practices</b> (See page 55) Given to all candidates. Submittal by candidate is voluntary. Contains basic principles of decency, honesty, and fair play – listing what a candidate shall and shall not do to adhere to these principles, and allowing candidate to sign in agreement to abide by the Code.</p> <p><b>6. Campaign Filing forms/instructions</b> (See page 56) Appropriate forms and instructions will be given to comply with FPPC rules on establishing accounts, reporting contributions and expenditures, etc. (See Chapter 3 for information on filing deadlines)</p>	
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Note: The petition in lieu period begins before candidate filing period and continues only part way through the candidate filing period. Although petitions in lieu are issued until 5:00 p.m. on November 26, 2001, they must be submitted/filed before declaration of candidacy or nomination papers are issued and will not be accepted after 5:00 p.m. on November 26, 2001. See page 16 for more information on petitions.

For information on Independent Candidates see page 38 and write-in candidates see page 40.



DECLARATION OF CANDIDACY – SPECIFICS		
<b>PURPOSE/ REQUIREMENT</b>	Every candidate must complete and file a Declaration of Candidacy. It is a two-sided form used to declare candidacy; declare that statutory and constitutional qualifications of the office are met; provide a ballot designation; take the oath of allegiance; and verify party affiliation (if applicable).	E.C. 8040-'98
<b>WHO MAY OBTAIN</b>	The candidate should personally obtain Declaration of Candidacy forms. <b>Exception</b> –the candidate may, in a written statement signed and dated by the candidate, designate a person to receive a Declaration of Candidacy form from the elections official and deliver it to the candidate. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official of the county of the candidate's residence by December 7, 2001. This date may be extended if there is an extension to the candidate filing period. Note: The candidate returns the Declaration of Candidacy in person and is administered the oath of office by the election official.	E.C. 8028a,- 8028b,- '94
<b>WHEN/WHERE AVAILABLE</b>	This form is issued by the Registrar of Voters beginning November 13, 2001 and ending at 5:00 p.m. on December 7, 2001. If there is an extension to the candidate filing deadline, the form is available during the extension.  Note: The form must be executed in the office of the Registrar of Voters unless the candidate has submitted written request allowing someone else to deliver the form to the candidate.  The filing fee must be paid (or satisfied with signatures in lieu) at the time the Declaration of Candidacy is issued. Note: Candidates who filed a Declaration of Intention paid the filing fee at that time  County candidates make checks payable to the <i>Registrar of Voters</i> , federal and state candidates make checks payable to <i>Secretary of State</i> . Cashier, certified or personal checks are acceptable. No cash payment is allowed. Filing fees are nonrefundable.	E.C. 8028-'94  E.C. 8105, 8106-'94
<b>FILING/ EXTENSION</b>	The Declaration of Candidacy/filing papers are available beginning November 13, 2001 but must be filed no later than 5:00 p.m. on December 7, 2001.  <b>A POSTMARK ON THE ENVELOPE IS NOT SUFFICIENT!!!</b> In the event an incumbent fails to file for office by the close of nomination on Friday, December 7, 2001, any person <u>other than the incumbent</u> shall have until 5:00 p.m. on December 12, 2001, to file for the office.  Reapportionment has created an unusual situation. Normally there is only one incumbent for each state or state assembly district. Because reapportionment changed district lines, the incumbent is the person currently serving that particular district number. However, it can also be an incumbent from another district moves into the newly created district. That means that for this election there could be more than one incumbent in one of these districts. This affects filing extensions when the incumbent fails to file – only one incumbent is needed to avoid an extension, and that incumbent could be an incumbent from another district moving into the new district. In regards to ballot designations and candidate statements, the eligible incumbents may use the occupation designation of the office to which they were elected along with either their old or new district number, and use the word incumbent or three words to describe their occupation.	E.C. 10510- '94 Ed.C. 10604- '96 10516- '94

<b>WITHDRAWAL/ CHANGES</b>	<p>No candidate may withdraw as a candidate once the Declaration of Candidacy has been filed at the Primary Election.</p> <p>No candidate nominated at a primary election may withdraw as a candidate at the ensuing general election except as permitted under Elections Code 8800 et seq.</p>	<p>Ed.C. 10603(b)-'96</p> <p>E.C. 10510-'94</p>
<b>ACCESS/ VIEWING</b>	<p><b>The Declaration of Candidacy is public information as soon as it is issued, during term of office, and for four years after expiration of term.</b></p> <p>A listing of candidates and their ballot designation is available at the Registrar of Voters office during the candidate filing period. The ballot designation information is also available for public viewing, and possible challenge, from December 26, 2001 through January 4, 2002 for the Direct Primary Election and August 24, 2002 to September 3, 2002 for the General Election. For more information see page 49.</p>	
<b>PROCEDURE</b>	<p>Candidate must complete candidate application form, providing: name, office sought, address, etc. The election official will use this information to set up a file and to check voter registration.</p> <p>Candidate completes the information required on the Declaration of Candidacy form. This includes selecting a <b>ballot designation</b>. New ballot designation regulations were issued January of 1998 by the Secretary of State – a copy is in Appendix A. The Registrar of Voters follows these regulations for all candidates. These regulations govern content, challenges, communications, etc. A ballot designation worksheet has been developed by Secretary of State. Although not mandatory, it does serve to facilitate review of the ballot designation.</p> <p>Candidate signs, declaring s/he meets statutory and constitutional qualifications for office and will serve if nominated/elected.</p> <p>Candidate is administered the oath of allegiance – this is done at the time of issuance, whether or not the candidate is ready to file that same day. If candidate authorized another person to pick up their forms, the candidate will be administered the oath when s/he returns the document for filing.</p> <p>If a candidate begins, but does not complete, the declaration of candidacy, it will be retained by the Registrar of Voters as “incomplete”. Once the candidate completes the Declaration of Candidacy, it will be stamped as “filed”. The normal delay is when the candidate is not ready to select a ballot designation.</p>	
<b>CHALLENGES (To ballot designations)</b>	<p>The Registrar of Voters may reject as unacceptable, any proposed ballot designation for a county candidate, which fails to comply with regulations.</p> <p>The Secretary of State may reject as unacceptable, any proposed ballot designation for state or federal candidates, which fails to comply with regulations.</p> <p>The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code 13107 and this Chapter.</p>	<p>E.C. 13107-'99</p>

## DECLARATION OF QUALIFICATIONS – SPECIFICS

<b>PURPOSE/ REQUIREMENT</b>	<p>There are a variety of laws that pertain to eligibility and qualifications to run for or hold office. That topic was Covered in Chapter 1. When candidates complete and file their Declaration of Candidacy, they sign under penalty of perjury that they meet the qualifications. Elections Code 13.5, goes further, but relates only to the specific offices. In addition to what is required on the Declaration of Candidacy, it must be "accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office by the provision referenced in subdivision (b)."</p> <p>Each candidate for specified office, will be required to complete the Declaration of Qualifications which will have printed on it, the qualifications set out in E.C. 13.5(b). Candidates are encouraged to submit documentation which will be attached to the signed declaration.</p>	E.C. 13.5-'95
<b>OFFICES AFFECTED</b>	Judge of the Superior Court, County Superintendent of Schools, District Attorney, Sheriff, and Treasurer Tax Collector	G.C. 26945-'97 26946-'57 27000
<b>WHEN/WHERE AVAILABLE</b>	Forms are provided by the Registrar of Voters at the same time the Declaration of Candidacy is issued – November 13, 2001 until 5:00 p.m. on December 7, 2001. If there is an extension to the candidate filing deadline, the form is available during the extension period.	
<b>FILING</b>	The Declaration of Qualifications shall be filed with the Registrar of Voters at the same time as the Declaration of Candidacy.	
<b>ACCESS/VIEWING</b>	The document becomes public record as soon as the Registrar of Voters receives the Declaration of Qualifications, during term of office, and for four years after expiration of term.	
<b>DETERMINATION OF REGISTRAR OF VOTERS</b>	<p>If the Registrar of Voters requires additional document in order to determine if the candidate meets the requirements, the candidate will be so notified.</p> <p>When notified of the need for further documentation, candidates are advised to submit the information as quickly as possible. However, if the candidate filing period ends on December 7, 2001, the deadline for approval of documentation and qualification for the ballot is December 7, 2001. If there is an extension to the candidate filing period, the deadline for documentation and qualification is 5:00 p.m. on December 12, 2001.</p> <p>If the Registrar of Voters determines that the candidate does not meet the qualification requirements for the office sought, the candidate will be notified that s/he is not qualified to appear on the ballot.</p> <p>Any candidate disqualified from the ballot for not meeting qualification requirements must seek court action to reverse the decision of the Registrar of Voters.</p>	

NOMINATION PAPERS – SPECIFICS		
<b>PURPOSE/ REQUIREMENT</b>	<p>Elections Code 8400 specifies the method of determining how many nomination signatures are required for different offices. For the specific number needed for a particular office, see pages 30-36.</p> <p>Elections Code 8401 specifies procedures for signature verification of nomination papers (petitions) and action required depending upon sufficiency.</p> <p>Until December of 1997, signatures in lieu and nomination signatures were gathered on one form entitled, Petition in Lieu of Filing Fee / Nomination Paper. The Secretary of State separated the two forms to ensure that candidates would know that signers of the nomination paper must be registered to the political party for which the candidate seeks nomination/election.</p> <p>Not all candidates will file nomination papers. If sufficient signatures in lieu were submitted to meet the requirements for nomination signatures, no nomination paper or appointment of circulator is required. If insufficient signatures in lieu, then nomination papers are required to make up the difference.</p> <p>Libertarian, Green, Natural Law, and Reform Party for Central Committee only: Up to three candidates for member of a central committee may have their name listed on a single nomination paper and a signature shall count for each and every candidate.</p>	<p>E.C. 8400-'94 8401-'94</p> <p>E.C. 7777-'94</p>
<b>WHO MAY OBTAIN</b>	The candidate may obtain the forms personally, or provide a written statement signed and dated by the candidate, designating a person to receive the nomination papers along with declaration of candidacy and deliver to the candidate. This person will also be given any other related nomination documents. These documents/forms will not be mailed.	
<b>WHEN/WHERE AVAILABLE</b>	<p>Nomination papers are available at the Registrar of Voters beginning November 13, 2001 and until 5:00 p.m. on December 7, 2001. If there is an extension to the candidate filing period, that extension will likewise apply to nomination papers.</p> <p><b>Note:</b> The filing fee must be paid (or satisfied with signatures in lieu) at the time the nomination papers are issued.</p> <p>County candidates makes checks payable to the Registrar of Voters; federal and state candidates make checks payable to Secretary of State. Cashier, certified, or personal checks are acceptable. No cash payment is allowed.</p> <p>Filing fees are nonrefundable.</p>	
<b>QUANTITY</b>	The candidate will be furnished with enough forms to secure the required number of signatures. There is no charge for forms.	

<b>FILING</b>	<p>Nomination papers must be filed no later than 5:00 p.m. on December 7, 2001. If there is an extension to the candidate filing period, that extension likewise applies to nomination papers.</p> <p>Note: It is suggested that nomination papers be filed as soon as possible, to allow the elections official more time for signature verification.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p><b>WARNING:</b> If a candidate waits until the last day to file nomination papers and signature verification reveals that there is an insufficiency, the candidate will only have until 5:00 p.m. on the last day of candidate filing to make up the insufficiency. If there is no time to make up the difference, the candidate will not be qualified to appear on the ballot.</p> </div>	
<b>ACCESS/ VIEWING</b>	Nomination papers are public information from the time they are issued, for the term of office, and for four years after expiration of the term.	
<b>CIRCULATORS</b>	<p>Any number of qualified people may circulate nomination papers for a candidate. However, each form can have only one circulator, as the person must sign that s/he witnessed all signatures on the form.</p> <p>Circulators must:</p> <ul style="list-style-type: none"> <li>• Be properly registered to vote in the district in which the candidate seeks election, and shall serve only in that district or political subdivision.</li> <li>• Complete the circulator's affidavit on the back of the nomination paper in their own handwriting, after obtaining signatures to the petition. Each petition section must contain an original executed circulator's affidavit before the signatures will be counted.</li> </ul>	E.C. 8066- '99
<b>PETITION SIGNERS</b>	<ul style="list-style-type: none"> <li>• Nonpartisan races = signers may be registered with any party.</li> <li>• Partisan races = signers must be registered to the political party of the candidate.</li> <li>• Signers must be registered to vote and reside within the candidate's jurisdiction at the time of signing.</li> <li>• Each signer must write his/her signature and shall include his/her printed name and place of residence (number, street, and city) in the presence of the circulator.</li> <li>• Candidate and circulators may sign nomination papers.</li> <li>• If the voter signs nomination papers for more candidates than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.</li> <li>• All signers of the same petition section must be registered in one county.</li> <li>• No nomination paper may be signed within 100 feet of any election booth or polling place.</li> </ul>	

<b>GENERAL RULES</b>	<p>If the nomination paper is circulated for an office in more than one county, the candidate shall submit the signatures to the election official in the county in which the petition was circulated.</p> <p>Candidate may submit a greater number of signatures to allow for subsequent losses due to invalidity of some signatures.</p> <p>If the total number of signatures submitted to the elections official for an office entirely within that county does not equal the number of signatures needed to qualify the candidate, the elections official shall declare the petition void and is not required to verify the signatures. If the district falls within two or more counties, the elections official shall within two working days report in writing to the Secretary of State the total number of signatures submitted.</p> <p>After signature verification, the elections official will notify the candidate of any sufficiency.</p> <p>Upon notice of insufficiency, the candidate may obtain a new nomination paper or designate additional signatures in lieu, to make up the insufficiency. Any insufficiency must be made up, no later than the end of the candidate filing period.</p> <p>Within 24 hours after nomination papers are left for examination, the elections official shall examine them and prepare a certificate reciting that s/he has examined them, stating the number of names which have not been marked "not sufficient". The certificate shall be forwarded immediately to the Secretary of State for those offices that are certified by the Secretary of State.</p>	<p>E.C. 8106-'94 8403-'94 8401-'94 8504-'94</p>
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**FILING FEES/SIGNATURES IN LIEU/NOMINATION SIGNATURE QUANTITIES**

**PARTISAN OFFICES**

OFFICE	INCUMBENT	FILING FEE	PARTY	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
<b>Governor</b>	Gray Davis (D)	\$ 3,500.00	Democratic	10,000	\$ .35	65 – 100
			Republican			
			Amer. Independent	150	23.33333	
			Green			
			Libertarian			
			Natural Law			
			Reform			
<b>Lieutenant Governor</b>	Cruz Bustamonte (D)	\$ 2,625.00	Democratic	10,000	\$ .2625	65 – 100
			Republican			
			Amer. Independent	150	17.50	
			Green			
			Libertarian			
			Natural Law			
			Reform			
<b>Secretary of State</b>	Bill Jones (R)	\$ 2,625.00	Democratic	10,000	\$ .2625	65 – 100
			Republican			
			Amer. Independent	150	17.50	
			Green			
			Libertarian			
			Natural Law			
			Reform			
<b>Controller</b>	Kathleen Connell (D)	\$ 2,800.00	Democratic	10,000	\$ .28	65 – 100
			Republican			
			Amer. Independent	150	18.66667	
			Green			
			Libertarian			
			Natural Law			
			Reform			
<b>Treasurer</b>	Phil Angelides (D)	\$ 2,800.00	Democratic	10,000	\$ .28	65 – 100
			Republican			
			Amer. Independent	150	18.66667	
			Green			
			Libertarian			
			Natural Law			
			Reform			

OFFICE	INCUMBENT	FILING FEE	PARTY	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES	
Attorney General	Bill Lockyer (D)	\$ 2,975.00	Democratic	10,000	\$ .2975	65 – 100	
			Republican	150	19.83333		
			Amer. Independent				
			Green				
			Libertarian				
			Natural Law				
			Reform				
Insurance Commissione	Harry Low (D)	\$ 2,800.00	Democratic	10,000	\$ .28	65 – 100	
			Republican	150	18.66667		
			Amer. Independent				
			Green				
			Libertarian				
			Natural Law				
			Reform				
Member, State Board of Equalization, 2nd District	Dean Andal (R)	\$ 1,312.50	Democratic	5,250	\$ .25	40 – 60	
			Republican	150	8.75		
			Amer. Independent				
			Green				
			Libertarian				
			Natural Law				
			Reform				
Member, State Board of Equalization, 3 <sup>rd</sup> District	Claude Parrish (R)		Democratic	5,250	\$ .25		8.75
			Republican	150			
			Amer. Independent				
			Green				
			Libertarian				
			Natural Law				
			Reform				



OFFICE	INCUMBENT	FILING FEE	PARTY	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
<b>CONGRESS</b>						
25 <sup>th</sup> District	Buck McKeon (R)	\$ 1,451.00	Democratic	3,000	\$ .48367	40-60
			Republican			
			Amer. Independent	150	9.67333	
			Green	150	9.67333	
			Libertarian	150	9.67333	
			Natural Law	102	14.22549	
			Reform	140	10.36429	
26 <sup>th</sup> District	David Drier (R)	\$ 1,451.00	Democratic	3,000	\$ .48367	40-60
			Republican			
			Amer. Independent	150	9.67333	
			Green	150	9.67333	
			Libertarian	150	9.67333	
			Natural Law	102	14.22549	
			Reform	140	10.36429	
41 <sup>th</sup> District	Jerry Lewis (R)	\$ 1,451.00	Democratic	3,000	\$ .48367	40-60
			Republican			
			Amer. Independent	150	9.67333	
			Green	150	9.67333	
			Libertarian	150	9.67333	
			Natural Law	102	14.22549	
			Reform	140	10.36429	
42 <sup>st</sup> District	Gary Miller (R)	\$ 1,451.00	Democratic	3,000	\$ .48367	40-60
			Republican			
			Amer. Independent	150	9.67333	
			Green	150	9.67333	
			Libertarian	150	9.67333	
			Natural Law	102	14.22549	
			Reform	140	10.36429	
43 <sup>nd</sup> District	Joe Baca (D)	\$ 1,451.00	Democratic	3,000	\$ .48367	40-60
			Republican			
			Amer. Independent	150	9.67333	
			Green	150	9.67333	
			Libertarian	150	9.67333	
			Natural Law	102	14.22549	
			Reform	140	10.36429	

OFFICE	INCUMBENT	FILING FEE	PARTY	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
STATE SENATE						
18th District	Jack O'Connell (D)	\$ 990.00	Democratic	3,000	\$ .33	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	150	6.60	
			Natural Law	136	7.28	
			Reform	150	6.60	
32 <sup>nd</sup> District	Nell Soto (D)	\$ 990.00	Democratic	3,000	.33	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	150	6.60	
			Natural Law	136	7.28	
			Reform	150	6.60	
STATE ASSEMBLY						
32 <sup>nd</sup> District	Roy Ashburn (R)	\$ 990.00	Democratic	1,500	\$ .66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
34 <sup>th</sup> District	Phil Wyman (R)	\$ 990.00	Reform	93	10.69114	40-60
			Democratic	1,500	\$ .66	
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
36th District	George Runner (R)	\$ 990.00	Natural Law	68	14.64497	40-60
			Reform	93	10.69114	
			Democratic	1,500	\$ .66	
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
59th District	Dennis Mountjoy (R)	\$ 990.00	Libertarian	117	8.48329	40-60
			Natural Law	68	14.64497	
			Reform	93	10.69114	
			Democratic	1,500	\$ .66	
			Republican			
			Amer. Independent	150	6.60	

OFFICE	INCUMBENT	FILING FEE	PARTY	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
STATE ASSEMBLY (Cont'd)						
60th District	Robert Pacheco (R)	\$ 990.00	Democratic	1,500	\$ .66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
			Reform	93	10.69114	
61 <sup>st</sup> District	Gloria Negrete-McLeod (D)	\$ 990.00	Democratic	1,500	.66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
			Reform	93	10.69114	
62 <sup>nd</sup> District	John Longville (D)	\$ 990.00	Democratic	1,500	\$ .66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
			Reform	93	10.69114	
63 <sup>rd</sup> District	Bill Leonard (R)	\$ 990.00	Democratic	1,500	\$ .66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
			Reform	93	10.69114	
65 <sup>th</sup> District	Russ Bogh (R)	\$ 990.00	Democratic	1,500	\$ .66	40-60
			Republican			
			Amer. Independent	150	6.60	
			Green	150	6.60	
			Libertarian	117	8.48329	
			Natural Law	68	14.64497	
			Reform	93	10.69114	

**NONPARTISAN OFFICES**

**STATE**

OFFICE	INCUMBENT	FILING FEE	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
<b>SUPERINTENDENT OF PUBLIC INSTRUCTION</b>	Delaine Easton	\$ 2,975.00	10,000	\$ .35	65 – 100

**COUNTY**

OFFICE	INCUMBENT	FILING FEE	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
<b>SUPERIOR COURT JUDGE</b>		\$ 1,330.52	5,322	\$ .25000	20-40
Office 1	Patrick J. Morris				
Office 2	James M. Dorr				
Office 3	W. Robert Fawke				
Office 4	James C. McGuire				
Office 5	Douglas N. Gericke				
Office 6	Louis O. Glazier				
Office 7	Peter H. Norell				
Office 8	John P. Wade				
Office 9	Paul M. Bryant Jr.				
Office 10	Frederick A. Mandabach				
Office 11	Stephen H. Ashworth				
Office 12	John B. Gibson				
Office 13	Roberta McPeters				
Office 14	John Martin				
Office 15	Joan Borba				
Office 16	Brian S. McCarville				
Office 17	Raymond C. Youngquist				
Office 18	Margaret A. Powers				
Office 19	J. Michael Welch				
Office 20	Douglas M. Elwell				
Office 21	Jeffrey King				
Office 22	John M. Tomberlin				
Office 23	Gerard Brown				
Office 24	Donald R. Alvarez				

OFFICE	INCUMBENT	FILING FEE	IN LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
<b>MEMBER, BOARD OF SUPERVISORS</b>		\$ 814.27	3,257	\$ .25000	20 to 40
2 <sup>nd</sup> District	Jon Mikels				
4 <sup>th</sup> District	Fred Aguiar				
<b>ASSESSOR</b>	Don Williamson	1,131.93	4,528		
<b>AUDITOR/ CONTROLLER</b>	Larry Walker	1,366.44	5,465		
<b>DISTRICT ATTORNEY</b>	Dennis Stout	1,416.60	5,666		
<b>PUBLIC ADMINIS- TRATOR/CORONER</b>	Brian McCormick	1,149.93	4,599		
<b>SHERIFF</b>	Gary Penrod	1,319.52	5,278		
<b>TREASURER/ TAX COLLECTOR</b>	Dick Larsen	1,084.75	4,339		
<b>COUNTY SUPERINTENDENT OF SCHOOLS</b>	Herb Fischer	1,492.57	5,970		

<b>COUNTY CENTRAL COMMITTEES/COUNTY COUNCILS</b>
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PARTY	NUMBER OF MEMBERS	ELECTED BY	NOMINATION SIGNATURES
Democratic	54	Assembly District <div> <div><u>32<sup>nd</sup></u></div> <div><u>34<sup>th</sup></u></div> <div><u>36<sup>th</sup></u></div> <div><u>59<sup>th</sup></u></div> <div><u>60<sup>th</sup></u></div> <div><u>61<sup>st</sup></u></div> <div><u>62<sup>nd</sup></u></div> <div><u>63<sup>rd</sup></u></div> <div><u>65<sup>th</sup></u></div> </div> <div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> </div>	20-40
Republican	54	Assembly District <div> <div><u>32<sup>nd</sup></u></div> <div><u>34<sup>th</sup></u></div> <div><u>36<sup>th</sup></u></div> <div><u>59<sup>th</sup></u></div> <div><u>60<sup>th</sup></u></div> <div><u>61<sup>st</sup></u></div> <div><u>62<sup>nd</sup></u></div> <div><u>63<sup>rd</sup></u></div> <div><u>65<sup>th</sup></u></div> </div> <div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> <div>6</div> </div>	
American Independent	63	Assembly District <div> <div><u>32<sup>nd</sup></u></div> <div><u>34<sup>th</sup></u></div> <div><u>36<sup>th</sup></u></div> <div><u>59<sup>th</sup></u></div> <div><u>60<sup>th</sup></u></div> <div><u>61<sup>st</sup></u></div> <div><u>62<sup>nd</sup></u></div> <div><u>63<sup>rd</sup></u></div> <div><u>65<sup>th</sup></u></div> </div> <div> <div>1</div> <div>3</div> <div>6</div> <div>11</div> <div>2</div> <div>7</div> <div>11</div> <div>16</div> <div>6</div> </div>	
Libertarian	22	Supervisory District <div> <div><u>1<sup>st</sup></u></div> <div><u>2<sup>nd</sup></u></div> <div><u>3<sup>rd</sup></u></div> <div><u>4<sup>th</sup></u></div> <div><u>5<sup>th</sup></u></div> </div> <div> <div>6</div> <div>4</div> <div>6</div> <div>4</div> <div>2</div> </div>	
Reform	28	Supervisory District <div> <div><u>1<sup>st</sup></u></div> <div><u>2<sup>nd</sup></u></div> <div><u>3<sup>rd</sup></u></div> <div><u>4<sup>th</sup></u></div> <div><u>5<sup>th</sup></u></div> </div> <div> <div>7</div> <div>5</div> <div>9</div> <div>3</div> <div>4</div> </div>	
Natural Law	18	Supervisory District <div> <div><u>1<sup>st</sup></u></div> <div><u>2<sup>nd</sup></u></div> <div><u>3<sup>rd</sup></u></div> <div><u>4<sup>th</sup></u></div> <div><u>5<sup>th</sup></u></div> </div> <div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>4</div> </div>	
Green	7	Elected At Large	

INDEPENDENT CANDIDATE		
GENERAL INFORMATION	<ul style="list-style-type: none"> <li>Only candidates running as members of one of California's seven qualified political parties are eligible to participate in the primary election process. Thus, the independent nomination provisions of Part 2 of Division 8 of the Elections Code, beginning at Section 8300, were established to provide a method for the nomination of nonpartisan candidates to partisan public offices. There is no limitation to the number of independent candidates who can be nominated and placed on the ballot at the <u>general election</u>, provided each meets the legal requirements.</li> </ul>	E.C. 8300-'94
	<ul style="list-style-type: none"> <li>Independent candidates for legislative offices are required to file Declarations of Intention during the pre-primary filing period for partisan candidates (October 29, 2001 – November 7, 2001). These candidates may circulate petition in lieu from September 28, 2001 through November 7, 2001. The filing fee (or sufficient signatures in lieu) is due when the Declaration of Intention is filed. Nomination papers must be filed during the independent nomination period for the general election (June 10, 2002 to August 9, 2002).</li> </ul>	E.C. 8350-'94
	<ul style="list-style-type: none"> <li>Independent candidates who do not have to file Declaration of Intention will circulate petition in lieu from April 26, 2002 through July 25, 2002. The filing fee is due when the Declaration of Candidacy is issued – July 15, 2002 to August 9, 2002.</li> </ul>	
	<ul style="list-style-type: none"> <li>The number of signatures of qualified registered voters which must appear on the nomination papers of persons seeking an independent candidacy is based on the previous general election's registration figures. Depending on the office sought, nomination papers require either one or three percent of the number of registered voters in the election jurisdiction as of October 2, 2002. (See the following page for specific numbers.</li> </ul>	
<p style="text-align: center;"><b>NOTICE:</b></p> <p>Specific qualifications and requirements for state and federal offices have been prepared by the Secretary of State and are provided under separate cover by the Registrar of Voters.</p>		
GUIDELINES	<p><b>QUALIFICATIONS:</b> To be eligible as an independent candidate at the General Election, the potential candidate <u>cannot</u>:</p> <p>Have filed as a partisan candidate at the Primary Election and have been defeated for the party's nomination at that Primary Election:</p> <p style="text-align: center;">and,</p> <p>Have been registered to vote in California since October 5, 2001 as being affiliated with a qualified political party (i.e., Democratic, Republican, American Independent, Green, Libertarian, Natural Law, or Reform)</p>	E.C. 8301-'94

**INDEPENDENT CANDIDATES FOR CONSTITUTIONAL OFFICES**  
**NUMBER OF SIGNATURES REQUIRED TO PLACE CANDIDATE ON BALLOT**  
**NOVEMBER 5, 2002 GENERAL ELECTION**

OFFICE	OCTOBER 2001 VOTER REGISTRATION	REQUIRED SIGNATURES *
<b>CONGRESS</b>		
25 <sup>th</sup> District	296,365	8,891
26 <sup>th</sup> District		
41 <sup>st</sup> District		
42 <sup>nd</sup> District		
43 <sup>rd</sup> District		
<b>STATE SENATE</b>		
18 <sup>th</sup> District	392,683	11,781
32 <sup>nd</sup> District		
<b>STATE ASSEMBLY</b>		
32 <sup>nd</sup> District	196,342	5,891
34 <sup>th</sup> District		
36 <sup>th</sup> District		
59 <sup>th</sup> District		
60 <sup>th</sup> District		
61 <sup>st</sup> District		
62 <sup>nd</sup> District		
63 <sup>rd</sup> District		
65 <sup>th</sup> District		

\* Independent candidates for statewide office need registered voter signatures equaling 1% of the previous general election's registration total. Independent candidates for Congress, State Senate, and Assembly need registered voter signatures equaling 3% of the previous general election's registration total in the district.



## WRITE-IN CANDIDATES

Note: The Secretary of State has prepared a Summary of Qualifications and Requirements for Write-In candidates for U.S. Senate, Representative in Congress, State Senate, and State Assembly. This information is available upon request from the Registrar of Voters.

<b>GENERAL INFORMATION</b>	<p>Candidates may be nominated or elected, if applicable, to any office at the Primary Election by fulfilling the requirements of Part 3 of Division 8 of the Elections Code, commencing at Section 8600.</p> <p>Write-in candidates shall file a statement of write-in candidacy, and the requisite number of nomination signatures.</p>		E.C. 8600-'94
<b>FILING PERIOD/FEE</b>	<p>The filing time is:</p> <p>March 5, 2002 Direct Primary: January 7, 2002 – February 19, 2002</p> <p>November 5, 2002 General: September 9, 2002 – October 22, 2002</p> <p>No filing fee or charge is required.</p>		
<b>BALLOT</b>	The candidate's name does not appear on the official ballot.		
<b>NOMINATION/ PARTISAN (Federal and State)</b>	<p>In order to be nominated to any partisan office, the write-in candidate must receive more votes than any other candidate running for that party's nomination, and must also receive votes equal to at least 1% of all votes cast for that office at the last preceding general election at which the office was filled.</p> <p>The minimum number of votes required to obtain the write-in nomination, as specified by Section 8605(a), is on the following page.</p>		E.C. 8604-'94
<b>NOMINATION/ ELECTION NONPARTISAN (County)</b>	Judicial Incumbent	Primary Election: Within 10 days after the final date for filing Nomination Papers for office, a petition indicating that a write-in campaign will be conducted for the office signed by 100 registered voters qualified to vote with respect to the office.	E.C. 8203-'98
		General Election: If a petition indicating a write-in is filed with the elections official not less than –83 days before the General Election, the name of the incumbent shall be placed on the General Election ballot if it has not appeared on the direct Primary election ballot.	
	Non-Incumbent	The statement of write-in candidacy and nomination papers must be filed between September 9, 2002 (-57) and October 22, 2002 (-14) with the Registrar of Voters office.	
	Board of Supervisors	Write-in candidates for nonpartisan offices are nominated/ Elected as any other candidate in the primary election. If a candidate receives a majority of the votes, s/he is elected in the primary. If a candidate does not receive a majority of the votes, the two candidates with the highest number of votes will appear on the general election ballot.	
	District	Write-in candidates for district offices are elected if a candidate receives a majority of the votes.	

# WRITE-IN CANDIDATES

NUMBER OF VOTES REQUIRED IN THE MARCH 2, 2002 PRIMARY ELECTION TO  
PLACE CANDIDATES NAME ON NOVEMBER 5, 2002 GENERAL ELECTION BALLOT

OFFICE/DISTRICT	VOTES LAST ELECTION	WRITE-IN VOTES NEEDED FOR NOMINATION
<b>CONGRESS</b>		
25 <sup>th</sup> District	196,203	1,963
26 <sup>th</sup> District	102,515	1,026
41 <sup>st</sup> District	142,565	1,436
42 <sup>nd</sup> District	103,336	1,034
43 <sup>rd</sup> District	177,724	1,778
<b>SENATE</b>		
18 <sup>th</sup> District	253,966	2,540
32 <sup>nd</sup> District	128,900	1,289
<b>ASSEMBLY</b>		
32 <sup>nd</sup> District	103,314	1,034
34 <sup>th</sup> District	94,137	942
36 <sup>th</sup> District	102,108	1,022
59 <sup>th</sup> District	106,596	1,066
60 <sup>th</sup> District	90,186	902
61 <sup>st</sup> District	66,509	666
62 <sup>nd</sup> District	56,321	564
63 <sup>rd</sup> District	94,185	942
65 <sup>th</sup> District	98,953	990

**CANDIDATE STATEMENTS – SPECIFICS – STATEWIDE CANDIDATES ONLY****CALIFORNIA PRIMARY ELECTION BALLOT PAMPHLET**

**The following guidelines apply to statewide offices only and will appear in the State Pamphlet, produced and mailed by the Secretary of State. These statements do not appear in local sample ballots.**

<b>CANDIDATE STATEMENT</b>	<ul style="list-style-type: none"><li>• The body of the statement shall not exceed 100 words in the Primary Election. Word count standards shall be pursuant to Election Code §9;</li><li>• All statements should be submitted on the form provided by the Secretary of State. The statement should be typewritten, double-spaced and in a standard paragraph style. Do not use bullets, tables, lists or other material requiring indentation;</li><li>• The statement shall not, in any way make reference to other candidates for office or to another candidate's own personal background and qualifications;</li><li>• The statement shall be written in the first person and shall be limited to a recitation of the candidate's own personal background and qualifications;</li><li>• The statement may be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct;</li><li>• Statements shall be printed in the California Ballot Pamphlet in the order determined by a random alphabet drawn in substantially the same manner as provided in Elections Code §13112. Rotation (as provided in Elections Code §13111) shall not apply;</li><li>• Words that are underlined, in italics, in bold or in all upper-case letters will be re-typeset.</li></ul>
<b>CANDIDATE PHOTOGRAPH</b>	<ul style="list-style-type: none"><li>• The statement may include a photograph of the candidate taken no more than two years prior to the filing of the statement. Photograph submittal shall be on the form provided by the Secretary of State;</li><li>• The photograph submitted must be a black and white glossy print, on a light (not white) background, 3 ½" x 5", and limited to the head and shoulders of the candidate;</li><li>• The photograph must not depict a judicial robe, uniform, or other type of apparel that could reasonably be construed as being indicative of an occupation, profession, or organization affiliation. However, clothing or apparel required to be worn in accordance with the candidate's religious beliefs shall be acceptable. The candidate shall not wear or display, in his or her photograph, buttons, pins, insignias, emblems, any flags, other than the American or California flag, or other items which would indicate a specific political, professional, or occupations affiliation.</li></ul>
<b>FURTHER INFORMATION</b>	<ul style="list-style-type: none"><li>• The statement and photograph, if any, shall be filed with the Office of the Secretary of State in Sacramento.</li><li>• Should the Secretary of State disqualify any statement or photograph based on these provisions, the Secretary of State shall immediately notify the candidate of the specific objections. The candidate may address the objections by making appropriate changes.</li><li>• In all other cases, the Secretary of State shall initiate an action pursuant to Elections Code §9092 and Government Code §88006 in order that the matter can be resolved by the court.</li><li>• No statement filed shall be made public or shall be available for viewing by any candidate for elective office or by any agent of such a candidate until the entire ballot pamphlet is available for public examination.</li><li>• All statements filed shall be subject to examination and challenge pursuant to the provisions of Elections Code §9092 and Government Code §88006.</li><li>• A statement may be withdrawn but shall not be changed once it is filed except as provided above.</li></ul>

<b>CANDIDATE STATEMENTS – SPECIFICS – LEGISLATIVE CANDIDATES</b>	
<p style="text-align: center;">SAN BERNARDINO COUNTY SAMPLE BALLOT</p> <p>Legislative candidates will follow the <b>COUNTY GUIDELINES</b> for filing a candidate statement that will appear in the county sample ballot pamphlet, produced and mailed by the County.</p>	
<b>COST</b>	<ul style="list-style-type: none"> <li>Costs of providing statements to voters, including translated statements shall be paid at the time of filing the candidates statement.</li> </ul>
<b>SHARED DISTRICTS</b>	<ul style="list-style-type: none"> <li>If the district involves more than one County, the candidate files his/her statement in each election officials office.</li> </ul>
<b>CANDIDATE STATEMENT</b>	<ul style="list-style-type: none"> <li>The text of the statement shall not exceed 250 words.</li> <li>Statements shall in no way make reference to other candidates for office or to another candidate's qualifications, character or activities.</li> <li>All statements must be submitted on or attached to, the form provided by our office. Statements must be formatted pursuant to our guidelines. Statements not submitted in the appropriate format will be reformatted by our office. The county elections official bears no responsibility for the correct typesetting of statements that must be reformatted.</li> <li>All candidates must sign the Acknowledgement/Agreement statement when filing a candidate statement.</li> </ul>
<b>FILING</b>	<ul style="list-style-type: none"> <li>Statements must be filed no later than the 88th day prior to the election which is December 7th.</li> <li>Statements are confidential until after the close of the filing period.</li> </ul>

## CANDIDATE STATEMENTS – SPECIFICS – COUNTY

The following information should be used in preparing your statement. If you do not wish to have a candidate statement in the sample ballot pamphlet, you must sign a waiver to that affect (appears on the same candidate statement form).

1. The law permits nonpartisan candidates to file a candidate statement to be mailed with the sample ballot. Filing of a statement is not mandatory, but is permissive if the candidate desires to file and pays the Appropriate fee.
2. If a candidate statement is not filed, the waiver at the top of the candidate statement Acknowledgement/ Agreement form must be signed and filed with the Declaration of Candidacy.
3. Candidate statements are confidential until the filing period ends. At that time they become public information.

### DISTRIBUTION

The Registrar of Voters shall send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. All candidate statements (and other sample ballot text) are translated into Spanish and provided to Spanish language requesters in a generic (not by ballot type) pamphlet. These Spanish pamphlets are mailed, in addition to English sample ballot pamphlets, to voters who request Spanish language election materials. This is in compliance with the Federal Voting Rights Act Extension of 1992. Spanish sample ballot pamphlets are also available at every polling place. (E.C. 13307 - '94)

### FILING

Candidate statements shall be filed with the office of the Registrar of Voters at the same time the candidate's Declaration of Candidacy is returned for filing. The Declaration of Candidacy and candidate statement shall be filed with the office of the Registrar of Voters no later than the 88th day before the election.

### WITHDRAWAL

May be withdrawn, but not changed, during the period for filing candidate papers and until 5 p.m. of the next working day after the close of the candidate filing period.

### PAYMENT OF FEE

- The Registrar of Voters estimates the total cost of printing, handling, translating, and mailing the candidate's statement, based on the assumption that multiple candidates will file candidate statements, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended, per E.C. 13307. This is an estimated cost only and may increase or decrease substantially.
- Payment is required at the time the candidate statement is filed. Cash cannot be accepted in the amount of \$100 or more.
- By County ordinance, a fee of \$15 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier's check, money order, or cash if under \$100.
- If indigency is claimed regarding the payment of candidate statement costs, all forms and back-up documentation submitted will be turned over to the proper authorities for verification. Note also that this information is public record and available to the news media

(Continued)

<p><b>PREPARATION</b> (See Example on page 47)</p>	<ul style="list-style-type: none"> <li>• The statement shall be prepared on a form provided by the Registrar of Voters or submitted on a diskette along with a printed copy and filed with the Declaration of Candidacy. It must be TYPED in upper and lower case type, single spaced.</li> <li>• The California Elections Code intends uniformity of appearance. Each statement is allowed the same amount of space in the sample ballot. The heading will be printed in 12 pt. Type, the name, age and occupation will be printed in 10 pt. Type, and the body of the text will be printed in 8 pt. type.</li> <li>• All statements will be printed in uniform style and size of type, in standard paragraph form . . .outline form is not acceptable.</li> <li>• Statements will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters is authorized to make corrections only to the format of the statement.</li> </ul>
<p><b>CONTENT</b> (See Example on page 47)</p>	<ul style="list-style-type: none"> <li>• The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate. Such statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. <ul style="list-style-type: none"> <li>• Nothing in this statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. (E.C. 13307 - '94)</li> <li>• Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000). (E.C. 18351 - '94)</li> </ul> </li> </ul>
<p><b>SUPERIOR COURT DECISION</b></p>	<p>Although E.C. 13307 does not expressly prohibit speaking about another candidate, it should be noted that a 1998 decision by an appellate court required a candidate to remove such references. A subsequent case decided in San Bernardino County Superior Court on this same issue relied on the appellate decision and required removal.</p>

<b>ACCESS/VIEWING</b>	<p>The viewing period for your candidate statement, as well as that of other candidates, is from December 26, 2001 through January 4, 2002 for the Direct Primary Election and August 24, 2002 to September 3, 2002 for the General Election. Viewing is at the Registrar of Voters office only. After the viewing period, the Registrar of Voters office is not responsible for any typesetting errors, unless they occur AFTER the viewing period. If voter pamphlet information is changed subsequent to a Writ of Mandate, the author will be given another opportunity to proof the corrected typeset copy.</p>
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## EXAMPLE OF FORMAT:

The Sample Ballot is 8½" x 5½". This is a sample of the candidate statement as it will appear in the sample ballot. (actual size)

### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: PAT DOE**

**AGE: 66**

**OCCUPATION:** Fortune Teller/Comedian

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in the preceding paragraph.

HIGHLIGHTS: It is acceptable for a few words or phrases to be **bold** or underlined or **bold and underlined**. A few words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use a few bullet statements.
- Excessive (more than six) bullet statements will not be allowed.

PARAGRAPHS: The candidate statement is printed in standard block or indented paragraph form, which means each paragraph will start on the left or indented and the margins will be justified (as shown in this example). A space will appear between paragraphs unless the statement is submitted without a space between the paragraphs. Special indentations are not allowed. If bullets are used, indentation may not be more than standard paragraph indentation. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

S/Pat Doe

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### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: JOHN DOE**

**AGE: 45**

**OCCUPATION:** Political Consultant

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in the preceding paragraph.

HIGHLIGHTS: It is acceptable for a few words or phrases to be **bold** or underlined or **bold and underlined**. A few words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use a few bullet statements.
- Excessive (more than six) bullet statements will not be allowed.

PARAGRAPHS: The candidate statement is printed in standard or indented paragraph form, which means each paragraph will start on the left or indented and the right margins will be justified (as shown in this example). A double space will appear between paragraphs unless the statement is submitted without a space between paragraphs. Special indentations are not allowed. If bullets are used, indentation may not be more than standard paragraph indentation. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

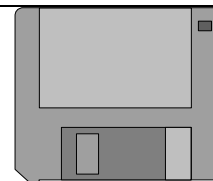
I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

s/John Doe





## PREPARATION OF CANDIDATE STATEMENTS ON DISKETTE



The statement should be prepared using a high density disk such as 3M.

We utilize Microsoft Windows 98 with Microsoft Word 97. The candidate statement must be submitted on a diskette that is compatible with Microsoft Word 6.0/97.

File formats that we can convert:

WordPerfect for MS-DOS - Version 5.1 through .9  
WordPerfect for Windows - Version 5.1 through .9  
Microsoft Word for MS-DOS – Versions 3.0; 4.0; 5.0; 5.5; and 6.0  
Microsoft Word for Windows –Versions 1.1 through .9 and 2.1 through .9  
Microsoft Word for the Macintosh – Versions 4.1 through .9 and 5.1 through .9  
Microsoft Write for Windows  
Microsoft Works

File formats that we **can not** convert: WordPerfect 6.1 or higher. However, follow the guidelines below.

- Save the candidate statement to the A-Drive.
- Save document as a Word for MS-DOS 6.0 document or lower.

Use the Candidate Statement form provided by Registrar of Voters as a guide.

Follow rules governing filing of the Candidate Statement.

If you have a question, call (909) 387-2079.

**VIEWING  
CANDIDATE STATEMENTS, BALLOT DESIGNATIONS,  
LOCAL MEASURES, ARGUMENTS/REBUTTALS**

**10 DAY VIEWING PERIOD**

	<b>DIRECT PRIMARY MARCH 2, 2002</b>	<b>GENERAL NOVEMBER 5, 2002</b>
<b>VIEWING PERIOD</b>	<b>December 26, 2001 through January 4, 2002</b>	<b>August 24, 2002 through September 3, 2002</b>
<b>WRIT OF MANDATE</b>	<b>January 4, 2002</b>	<b>September 3, 2002</b>

**THE LAW**

California Elections Code 13313 allows a ten day viewing period of the official voter's pamphlet prior to submittal for printing. During this 10 day period, any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted.

**PURPOSE OF VIEWING PERIOD**

To view candidate statements, occupations (your own as well as other candidates), and local measure arguments and/or rebuttals, during the ten day viewing period.

To take action during this time, to reduce errors and resolve differences BEFORE sample ballots are printed and distributed.

Note: Once printing and mailing have begun, it may not be possible to re-print or re-mail without incurring significant cost to the taxpayer and possibly compromising the electoral process.

**PROCEDURE**

**All candidates and all proponents/opponents** of local measures/arguments/rebuttals, will be notified of the importance of viewing their own sample pamphlet content in it's typeset form – as well as that of **their opponent**.

- Any candidate or proponent/opponent of a measure who is unable to proof typeset content at the Registrar of Voters office, may request that the copy be faxed. A sign-off form will also be faxed. This form must be signed by the candidate/proponent/opponent. However, it may be returned by fax, mail, or in person or through a representative.
- No changes to what was originally submitted will be allowed. ONLY TYPESETTING ERRORS WILL BE CORRECTED during this period.
- After the viewing period, the Registrar of Voters office is not responsible for any typesetting errors, unless they occur AFTER the viewing period. If voter pamphlet information is changed subsequent to a Writ of Mandate, the author's will be given another opportunity to proof the corrected typeset copy.
- Candidates are cautioned that the Registrar of Voters is not responsible for verifying the accuracy of the candidate statement. Candidates may view their own, or other candidates' statements after the close of the Declaration of Candidacy/Nomination Period.  
(E.C. 13313 - '94)

**NOTE**

**City candidates and proponents/opponents of city measures, should contact the City Clerk for information on proofing voter pamphlet content. Each city is responsible for giving final approval before printing begins.**

**MARCH 2, 2002 DIRECT PRIMARY ELECTION  
AND  
NOVEMBER 5, 2002 GENERAL ELECTION  
PARTISAN CANDIDATE STATEMENTS**

DISTRICT	PARTY	REGISTERED VOTERS	CANDIDATE STATEMENT COST
<b>STATE SENATE</b>			
<b>18<sup>TH</sup></b>	Democratic	18,168	245.00
	Republican	19,929	260.00
	American Independent	1,967	115.00
	Green	181	100.00
	Libertarian	356	
	Natural Law	48	
	Reform	250	
<b>32<sup>ND</sup></b>	Democratic	117,533	1,040.00
	Republican	62,550	600.00
	American Independent	4,707	140.00
	Green	595	100.00
	Libertarian	857	105.00
	Natural Law	423	100.00
	Reform	871	105.00
<b>STATE ASSEMBLY</b>			
<b>32<sup>ND</sup></b>	Democratic	316	100.00
	Republican	269	
	American Independent	62	
	Green	1	
	Libertarian	8	
	Natural Law	1	
	Reform	2	
<b>34<sup>TH</sup></b>	Democratic	8,712	170.00
	Republican	7,942	165.00
	American Independent	909	110.00
	Green	48	100.00
	Libertarian	149	
	Natural Law	17	
	Reform	82	
<b>36<sup>TH</sup></b>	Democratic	19,185	255.00
	Republican	23,670	290.00
	American Independent	1,672	115.00
	Green	182	100.00
	Libertarian	352	
	Natural Law	49	
	Reform	358	

DISTRICT	PARTY	REGISTERED VOTERS	CANDIDATE STATEMENT COST
59 <sup>th</sup>	Democratic	34,286	375.00
	Republican	46,131	470.00
	American Independent		
		2,812	125.00
	Green	326	100.00
	Libertarian	584	105.00
	Natural Law	124	100.00
60 <sup>th</sup>	Reform	546	105.00
	Democratic	9,815	180.00
	Republican	13,627	210.00
	American Independent		
		555	105.00
	Green	68	100.00
	Libertarian	146	
	Natural Law	125	
	Reform	62	
61 <sup>st</sup>	Democratic	40,268	420.00
	Republican	30,296	340.00
	American Independent		
		1,799	115.00
	Green	300	100.00
	Libertarian	385	
	Natural Law	178	
	Reform	206	
62 <sup>nd</sup>	Democratic	73,087	685.00
	Republican	33,417	370.00
	American Independent		
		2,720	120.00
	Green	293	100.00
	Libertarian	465	105.00
	Natural Law	251	100.00
63 <sup>rd</sup>	Reform	539	105.00
	Democratic	72,209	680.00
	Republican	82,660	760.00
	American Independent		
		4,159	135.00
	Green	806	105.00
	Libertarian	896	
65 <sup>th</sup>	Natural Law	289	100.00
	Reform	929	110.00
	Democratic	16,207	230.00
	Republican	24,755	300.00
	American Independent		
		1,616	115.00
	Green	282	100.00
	Libertarian	340	
	Natural Law	55	
	Reform	333	

<p><b>MARCH 2, 2002 DIRECT PRIMARY ELECTION</b></p>
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**APPROXIMATE COST FOR  
CANDIDATE STATEMENTS**

The following is an approximation of costs for candidate statements for the County of San Bernardino.  
Approximate voters totals are based on October 2001 registration figures.

OFFICE	APPROXIMATE VOTERS	APPROXIMATE COST
<b>NON PARTISAN OFFICES</b>		
Superior Court Judge	643,849	\$ 5,250.00
Board of Supervisors		
2 <sup>nd</sup> District	136,327	\$ 1,200.00
4 <sup>th</sup> District	112,750	\$ 1,000.00
Assessor	643,849	\$ 5,250.00
Auditor/Controller-Recorder		
District Attorney		
Public Administrator/Coroner		
Sheriff		
Treasurer/Tax Collector		
County Superintendent of Schools		

# NOVEMBER 5, 2002 GENERAL ELECTION

## APPROXIMATE COST FOR CANDIDATE STATEMENTS

The following is an approximation of costs for **candidate statements** within the County of San Bernardino. Approximate voters totals are based on October 2001 registration figures.

**NOTE:** For shared districts...make your check out to each County Registrar of Voters. We will issue two receipts and forward your candidate statement to the appropriate shared county.

OFFICE	APPROXIMATE VOTERS	APPROXIMATE COS'	SHARED COUNTY *
COUNTY (IF RUNOFF)			
Superior Court Judge	643,849	5,250.00	
Board of Supervisors			
2 <sup>nd</sup> District	136,327	1,200.00	
4 <sup>th</sup> District	112,750	1,000.00	
Assessor	643,849	5,250.00	
Auditor/Controller			
District Attorney			
Public Administrator/Coroner			
Sheriff			
Treasurer/Tax Collector			
County Superintendent of Schools			
SCHOOLS			
Board of Education, Kern County	177	100.00	Kern
Kern Community College	985	110.00	Kern
Muroc Joint Unified	28	100.00	Kern
Sierra Sands Unified	149	100.00	Kern
HEALTH CARE DISTRICTS			
Bear Valley	9,126	175.00	Kern
East Kern	62	100.00	
Hi-Desert	20,172	260.00	
San Bernardino Mountains Hospital	10,319	180.00	
MUNICIPAL WATER DISTRICTS			
Big Bear			
Division 1	1,705	115.00	
Division 2	1,713	115.00	
Division 3	1,944	115.00	
Inland Empire Utilities Agency			
Division 2	38,857	410.00	
Division 3	38,845	410.00	
Division 4	41,571	435.00	

OFFICE	APPROXIMATE VOTERS	APPROXIMATE COS	SHARED COUNTY *
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San Bernardino Valley			
Division 3	44,859	460.00	
Division 4	48,764	490.00	Riverside
Division 5	50,258	500.00	
<b>WATER DISTRICTS</b>			
Indian Wells Valley	87	100.00	Kern
Rand Communities	62	100.00	Kern
Yucaipa Valley			
Division 2	3,823	130.00	
Division 3	5,773	150.00	
Division 5	1,373	110.00	Riverside
<b>COMMUNITY SERVICES DISTRICTS</b>			
Rubidoux	0	100.00	Riverside
<b>RECREATION &amp; PARK DISTRICTS</b>			
Hesperia	24,467	295.00	
<b>CITIES / TOWNS</b>			
Adelanto	4,675	140.00	
Apple Valley	25,243	300.00	
Barstow	7,971	165.00	
Big Bear Lake	3,235	125.00	
Chino	22,710	280.00	
Chino Hills	28,829	330.00	
Colton			
Mayor	15,724	230.00	
Member of City Council			
District 1	2,687	120.00	
District 2	2,529	120.00	
District 4	2,469	120.00	
Fontana	39,083	415.00	
Grand Terrace	5,668	145.00	
Hesperia	23,604	290.00	
Highland	17,110	240.00	
Montclair	10,002	180.00	
Ontario	47,232	480.00	
Rancho Cucamonga	59,151	575.00	
Rialto	29,932	340.00	
29 Palms	5,049	140.00	
Upland	31,970	355.00	
Victorville	24,538	300.00	
Yucaipa	18,759	250.00	
Yucca Valley	7,869	165.00	

\* Approximate cost for shared counties to be available at a later date

## CODE OF FAIR CAMPAIGN PRACTICES – SPECIFICS

<b>PURPOSE</b>	“It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical	E.C. 20400-'94
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	practices which tend to prevent the full and free expression of the will of the voters. The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.”	
<b>APPLIES TO</b>	Any candidate running for public office in this state. Subscription to the Code is voluntary.	
<b>WHEN/WHERE AVAILABLE</b>	The elections official issues a blank form of the code and a copy of the relevant section of the elections code. This is issued during the filing period – November 13, 2001 through December 7, 2001 for the Direct Primary Election and July 15, 2002 through August 9, 2002 for the General Election. If the filing period is extended, the issuance of this form is likewise extended.	E.C. 20440-'94
<b>FILING</b>	Completed forms may be filed at any time prior to the election.	E.C. 20442-'94
<b>ACCESS/VIEWING</b>	Completed forms are public information upon filing.  The elections official shall retain the forms for public inspection until 30 days after the election.	E.C. 20443-'94

## CHAPTER 3



**OBTAIN AND FILE**

**CAMPAIGN**

**DOCUMENTS**

## **DON'T FORGET**

### **FAIR POLITICAL PRACTICES COMMISSION (FPPC) MEETING**

**DATE:** December 10, 2001  
**TIME:** 6:00 p.m.  
**PLACE:** Registrar of Voters  
Public Meeting Room  
777 East Rialto Avenue  
San Bernardino, CA  
**RSVP:** Contact the FPPC at 1-866-275-3772

## NOTICE

Fair Political Practices Commission campaign disclosure manuals are dated 1995/96. FPPC has prepared a 2001 Addendum to these manuals. The Addendum summarizes regulatory and statutory changes to the campaign disclosure provisions of the Political Reform Act since publication of the campaign manuals. It also highlights changes made to several campaign forms. The Addendum supersedes the campaign manuals where there are discrepancies in the information presented. The Addendum also replaces the 2000 Addendum.

Candidates who file a Form 460 will be given the 2001 Addendum at the time that nomination papers are issued.

Information on the following topics are included in this Addendum:

<b>PROPOSITION 34</b>	<ul style="list-style-type: none"> <li>• New Prohibitions and Restrictions</li> <li>• New Online Reporting Requirements</li> <li>• Contribution and Voluntary Expenditure Limits – State Candidates, Officeholders and Committees Only</li> </ul>
<b>CAMPAIGN REPORTING</b>	<ul style="list-style-type: none"> <li>• Reporting Thresholds Raised</li> <li>• March Election Filings</li> <li>• Assistant Treasurer</li> <li>• Zip Codes Now Required on Campaign Disclosure Statements</li> <li>• Termination of Candidate and Committee Filing Requirements</li> <li>• Personal Payment for Candidate Filing Fee/Ballot Statement Fee</li> <li>• Faxing Campaign Statements</li> <li>• Judges' Filing Requirements</li> <li>• Reporting Late "In-Kind" Contributions</li> <li>• Estimating Late "In-Kind" Contributions – Regulation 18425</li> <li>• State Electronic Filing Program</li> <li>• New Requirement for Candidates for CalPERS Board to File Campaign Statements – Form 900</li> <li>• Proposition 218 Election Filing Requirements</li> </ul>
<b>CAMPAIGN FORM CHANGES</b>	<ul style="list-style-type: none"> <li>• Form 460 (Combines Forms 419, 420, and 490)</li> <li>• Other Form Changes</li> </ul>
<b>GENERAL INFORMATION ON WHEN TO FILE CAMPAIGN STATEMENTS</b>	
<b>PROHIBITIONS/ RESTRICTIONS</b>	<ul style="list-style-type: none"> <li>• Ban on Foreign Government/Foreign Principal Contributions/Expenditures for Ballot Measures</li> <li>• Contributions Drawn from Account of Donor</li> <li>• Candidate Contribution Solicitations</li> <li>• Election Expenditures by Local Agencies</li> </ul>
<b>ENFORCEMENT MATTERS</b>	<ul style="list-style-type: none"> <li>• Violations of the Political Reform Act</li> <li>• New Statute of Limitations Concerning Administrative Proceedings</li> </ul>
<b>CAMPAIGN INFORMATION RESOURCES</b>	
<b>CURRENT CAMPAIGN FORMS AND MANUALS</b>	

## OBTAIN AND FILE CAMPAIGN DOCUMENTS

When candidates file the Declaration of Candidacy, they receive the appropriate forms and instructions or manual. Candidates should familiarize themselves thoroughly with the information in the manual and note carefully the filing deadlines.

There are many different types of forms, for many purposes.

### WHO MUST REPORT/FILE

All candidates **except U.S. Senator and Congressional** are required to file campaign disclosure documents in accordance with the Political Reform Act of 1974, as amended. For more information contact Fair Political Practices Commission at (800) 275-3772.

Due to requirements of the Federal Election Campaign Act (as amended) **candidates for federal office** should contact the Federal Election Commission at 999 E Street, N.W., Washington, D.C., 20463, or call the toll-free number (800) 424-9530 for a copy of the Act, related regulations, and instruction manuals giving filing requirements for reporting campaign contributions and the forms on which to file.

**Candidate:** "Candidate" means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination for or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or their candidacy or filed a declaration of candidacy at such time.

- "Candidate" also includes any officeholder who is the subject of a recall election.
- An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated.

**Committee:** "Committee" refers to any person or combination of persons who directly or indirectly:

- a. Receive contributions totaling one thousand dollars (\$1,000) or more in a calendar year;
- b. Makes independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year; or
- c. Makes contributions totaling ten thousand dollars (\$10,000) or more in a calendar year to or at the behest of candidates or committees.

**Controlled committee:** "Controlled Committee" refers to a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee.

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<b>WHAT IS REPORTED</b>	<p><b><u>Campaign Funds:</u></b> All contributions must be segregated and shall not be commingled with the personal funds of the recipient or any other person.</p> <p><b><u>Contributions/Disbursements:</u></b></p> <ul style="list-style-type: none"> <li>• ...volunteer personal services are not considered as campaign contributions.</li> <li>• No monetary contribution of \$100 or more shall be made or received in cash.</li> <li>• No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes.</li> <li>• No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State.</li> <li>• Written solicitation (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled committee, the specific office, and the particular election for which contributions are being solicited.</li> <li>• No expenditure of \$100 or more shall be made in cash.</li> </ul> <p><b><u>Contents Of Campaign Disclosure Statements:</u></b></p> <p>In addition to listing the total amounts received and disbursed during the filing period, the Campaign Statements must list:</p> <p>(a) Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed During the calendar year of each person from whom a contribution or contributions totaling \$100 or more has been received, and;</p> <p>(b) Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made.</p>	<p>G.C. 83307</p> <p>G.C. 83307</p> <p>G.C. 84300(a)</p> <p>G.C. 84301</p> <p>G.C. 84304</p> <p>G.C. 84300(b)</p>
<b>PENALTIES</b>	<p><b><u>Caution:</u></b> The Political Reform Act of 1974 imposes penalties for late filing of campaign statements of \$10.00 per day up to a maximum of \$100.00, or the cumulative amount stated in the late statement, whichever is greater. Except for deadlines which fall on a Saturday, Sunday, or official state holiday, there are no provisions in the law for extensions of the due dates. Persons who do not comply with the requirements of the law are also subject to severe criminal <u>and</u> civil penalties.</p>	
<b>DUTIES OF TREASURER</b>	<p>Note: Use of a treasurer of a committee does not relieve the candidate of responsibility. Read the following information carefully.</p> <ol style="list-style-type: none"> <li>1. The treasurer of committees must verify that to the best of his or her Knowledge the committee Campaign statements are true and complete and must use all reasonable diligence in the preparation of such statements. <ol style="list-style-type: none"> <li>a. Establish a system of record keeping sufficient to ensure that Receipts and expenditures are recorded promptly and accurately, and sufficient to comply with regulations established by the commission related to record keeping.</li> <li>b. Either maintain the records personally or monitor such record Keeping by others.</li> <li>c. Take steps to ensure that all requirements of the act concerning the receipt and expenditure of funds and the reporting of such funds are complied with.</li> </ol> </li> </ol> <p style="text-align: right;">(Continued)</p>	<p>G.C. 84100</p>

<p><b>DUTIES OF TREASURER (Continued)</b></p>	<p>d. Correct any inaccuracies or omissions in campaign statements of which the treasurer knows, and cause to be checked, and, if necessary correct any information in campaign statements which a person of reasonable prudence would question based on all the surrounding circumstances which the treasurer is aware or should be aware by reason of his or her duties under this regulation and the Act.</p> <p>2. Candidates with respect to candidate campaign statements, a Candidate must verify that to the best of his or her knowledge his or her own campaign statements are true and complete and must use all reasonable diligence in the preparation of such statements. To comply with these duties the candidate shall be subject to the same duties imposed upon treasurers as stated in paragraph 1 above.</p> <p>3. Candidates with respect to campaign statements of committees they Control, a candidate must verify to the best of his or her knowledge that the campaign statements filed by a committee he or she controls are true and complete and that the treasurer has used all reasonable diligence in preparation of such campaign statements. To comply with these duties the candidates shall:</p> <p>a. Ascertain whether the treasurer is exercising all reasonable diligence in the performance of his or her duties including those duties specified under paragraph 1 above.</p> <p>b. Take whatever steps are necessary to replace the treasurer or raise the treasurer's performance to required standards, if the candidate knows or has reason to know that the treasurer is not exercising all reasonable diligence in the performance of his or her duties.</p> <p>c. Review with care the campaign statements prepared for filing by the committee.</p> <p>d. Correct any inaccuracies and omissions in campaign statements of which the candidate knows, and cause to be checked, and, if necessary, correct, any information in campaign statements which a person of reasonable prudence would question based on all surrounding circumstances of which the candidate is aware should be aware by reason of his or her duties under this regulation and Act.</p> <p>e. Perform with due care any other tasks assumed in connection with the raising, spending or recording of campaign funds insofar as such tasks relate to the accuracy of information entered on campaign statements.</p> <p>f. Unless such steps are required to meet the standards set forth in the foregoing paragraphs 3a through 3e, a candidate is not responsible for establishing a record keeping, reviewing campaign finance records other than campaign statements, or personally taking steps to corroborate any information contained on a campaign statement.</p> <p>4. Committees where no treasurer is designated, if a committee fails to designate a treasurer as required by Government Code Section 84100, the person who is primarily responsible for initiating and implementing the political activity of the committee will be considered the treasurer and will be subject to all the duties set forth in paragraph 1 of this regulation.</p>	
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<b>TERMINATION OF REPORTING</b>	<p>Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees and I.D. numbers by filing the <u>original</u> Statement of Organization (Form 410) with the Secretary of State and a <u>copy</u> with the Registrar of Voters.</p> <p>The Statement of Termination requires that the candidate or committee has:</p> <ul style="list-style-type: none"><li>(1) Ceased to receive contributions or make expenditures or Does not anticipate receiving contributions or make Expenditures in the future:</li><li>(2) Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations;</li><li>(3) No surplus funds; and</li><li>(4) Filed all required campaign statements disclosing all reportable transactions.</li></ul> <p>ANY committee who begins raising or spending funds or receives the forgiveness of a loan after filing a Statement of Termination, will incur additional filing obligations.</p>		
<b>LIMITATIONS/ PROHIBITIONS</b>	<p>Candidates for: State office, Judge of Superior Court; Board of Supervisors; District Attorney; and Treasurer/Tax Collector, are subject to gift limits and honoraria prohibitions.</p> <p><b>Honoraria</b> – Government Code 89502 prohibits a candidate for any state or local elective office or judicial office to accept any honoraria.</p> <p><b>Gifts</b> – Government Code 90503 imposes a limit on gifts to candidates for any state or local elective office or judicial office, and requires that the FPPC adjust the limit biennially to reflect changes in the consumer price index, rounded to the nearest \$10. The adjust gift limit will be \$300 per calendar year from a single source.</p> <p>Note: You will receive a complete handout prepared by the FPPC when you file your declaration of candidacy. It contains definitions, exceptions and reporting requirements.</p>		G.C. 89502, 89503
<b>FILING LOCATIONS</b>	<b>Addresses of Filing Locations:</b>		
	San Bernardino County Registrar of Voters 777 E. Rialto Avenue San Bernardino, CA 92415-0770	(909) 387-2080/2079 FAX: (909) 387-2022	
	Secretary of State Political Reform Division P.O. Box 1467 Sacramento, CA 95812-1467	916) 653-6224 FAX: (916) 653-5054 Website: <a href="http://www.ss.ca.gov">www.ss.ca.gov</a>	
	Fair Political Practices Commission P.O. Box 807 Sacramento, CA 95812-0807	(866) 275-3772 FAX: (916) 322-3711 Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a> Fax-On-Demand: (888) 622-1151	

ELECTRONIC FILING OF CAMPAIGN STATEMENTS	<p style="text-align: center;"><b>NOTE:</b></p> <p style="text-align: center;"><b>APPLIES TO STATE FILERS <u>ONLY</u></b></p> <p>If you file campaign statements (not including the Form 410 – Statement of Organization) with the Secretary of State, you <b>may</b> be required to file electronically beginning October 10, 2001. This requirement applies to:</p> <ul style="list-style-type: none"> <li>• Elective state offices, state ballot measures, committees supporting/opposing state candidates and measures, state general purpose recipient committees, and slate mailer organizations. Major donors and independent expenditure committees may also trigger electronic filing requirements during the late contribution reporting period.</li> <li>• <b>Beginning with the pre-election statement due October 10, 2001</b>, if you've raised or spent \$100,000 or more (from January 1, 2001 – June 30, 2001), you <b>must</b> file electronically through a certified vendor. (Beginning July 1, the filing threshold drops to \$50,000 for the period beginning January 1, 2001).</li> <li>• Paper filings are required <b>in addition to</b> electronically-filed statements.</li> </ul> <p>Check the Secretary of State's web site (<a href="http://www.ss.ca.gov/prd/prd.htm">www.ss.ca.gov/prd/prd.htm</a>) for information about electronically filing and the process of vendor certification.</p>	Fair Political Practices Commis- sion Special Flier
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## CAMPAIGN FILING SCHEDULES

### SPECIAL FILING SCHEDULE MARCH 5, 2002 ELECTION – DIRECT PRIMARY ELECTION

<b>APPLICABILITY</b>	<p>Candidates are required to file the October 10<sup>th</sup> statement <b>only if they have filed a Form 501 (Statement of Intention)</b> in connection with the election by September 30, 2001.</p> <p>State and county general purpose recipient committees file on October 10<sup>th</sup>, January 24<sup>th</sup>, and February 21<sup>st</sup> if contributions/independent expenditures aggregating \$500 or more are made during the corresponding period.</p>
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FILING DEADLINE	TYPE OF STATEMENT	STATEMENT PERIOD <sup>1</sup>	METHOD OF DELIVERY
October 10, 2001	Pre-election <sup>2</sup>	Jan 1 – Sep 30, 2001 Or Jul 1 – Sep 30, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
January 10, 2002	Semi-Annual	<sup>1</sup> – Dec 31, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
January 24, 2002	Pre-election <sup>3</sup>	Jan 1 – Jan 19, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
February 21, 2002	Pre-election <sup>3</sup>	Jan 20 – Feb 16, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
Within 24 hours	Late Contributions and Late Independent Expenditures of \$1,000 or more	Feb 17 – Mar 4, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Telegram</li> <li>• Guaranteed Overnight Service</li> <li>• Fax</li> </ul>
Jul 31, 2002	Semi-annual	<sup>1</sup> – Jun 30, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

#### NOTES:

- There is no provision in the law for an extension of the filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Campaign statements of 30 pages or fewer may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.
- State Assembly and Senate candidates are subject to contribution limits effective January 1, 2001. (Gov. Code §§85301 and 85302.) In addition, new disclosure requirements are in effect for state and local candidates and committees. For more information, visit the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

- <sup>1</sup> The period covered by an statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- <sup>2</sup> File the statement due October 10, 2001, if contributions or independent expenditures aggregating \$500 or more are made between July 1 and September 30.
- <sup>3</sup> File the January 24 and February 21 statements if contributions or independent expenditures aggregating \$500 or more are made during the period covered by the statement.



MARCH 5, 2002 – DIRECT PRIMARY ELECTION			
FILING DEADLINE	TYPE OF STATEMENT	STATEMENT PERIOD <sup>1</sup>	METHOD OF DELIVER <sup>1</sup>
January 24, 2002	First Pre-Election	Jan 1 – Jan 19, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
February 21, 2002	Second Pre-Election <sup>2</sup>	Jan 20 – Feb 16, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
Within 24 Hours	If You Make a Late Contributions or Late Independent Expenditure of \$1,000 or more	February 17 – March 4, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Telegram</li> <li>• Guaranteed Overnight Service</li> <li>• FAX</li> </ul>
July 31, 2002	Semi-Annual	<sup>1</sup> – June 30, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

**NOTES:**

- There is no provision in the law for an extension of the filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Campaign statements of 30 pages or fewer may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.
- State Assembly and Senate candidates are subject to contribution limits effective January 1, 2001. (Gov. Code §§85301 and 85302.) In addition, new disclosure requirements are in effect for state and local candidates and committees. For more information, visit the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

<sup>1</sup> The period covered by an statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

<sup>2</sup> File the January 24 and February 21 statements if contributions or independent expenditures aggregating \$500 or more are made during the period covered by the statement.

NOVEMBER 5, 2002 – GENERAL ELECTION			
FILING DEADLINE	TYPE OF STATEMENT	STATEMENT PERIOD <sup>1</sup>	METHOD OF DELIVERY
October 5, 2002 <sup>2</sup>  File by  October 7, 2002	First Pre-Election	Jan 1 – Sep 30, 2002 Or Jul 1 – Sep 30, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 24, 2002	Second Pre-Election	Oct 1 – Oct 19, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> </ul>
Within  24 Hours	Late Contributions <sup>3</sup> and Independent Expenditures of \$1,000 or more <sup>4</sup>	Oct 20 – Nov 4, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Telegram</li> <li>• Guaranteed Overnight Service</li> <li>• FAX</li> </ul>
January 31, 2003	Semi-Annual	Oct 22 – Dec 31, 2002	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

NOTES:

- If independent expenditures of \$1,000 or more are made in connection with the election, call the FPPC for guidance on filing special reports.
- There are no provisions in the law for an extension of the filing deadline. Late statements are subject to a \$10 per day late fine.
- Campaign statements of 30 pages or fewer may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.
- All statements are public documents.
- State Assembly and Senate candidates are subject to contribution limits effective January 1, 2001. (Gov. Code §§ 85301 and 85302) In addition, new disclosure requirements are in effect for state and local candidates and committees. For more information, visit the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

1 The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

2 October 5, 2002, is a Saturday. This statement is due October 7, 2002.

3 The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

4 New Prohibition: A controlled committee of a candidate may not make independent expenditures. (Gov. Code § 85501)

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
410-2001	<p>Statement of Organization. For use by individuals, groups or any other entity in organizing a committee that receives contributions totaling \$1,000 or more during a calendar year. (The term "contribution" includes monetary payments, loans and non-monetary goods or services.)</p> <p>Used to initially file when establishing committees, amending filed Form 410-1999, or terminate committee(s) when requirements are met.</p> <p>The Form 410 incorporates the candidate's campaign bank account information formerly disclosed on the now-obsolete Form 502. A section for terminating a committee is also included on the Form 410. The previous Form 415, Statement of Termination, has been eliminated. In addition, the Form 410 now has a section designating a small contributor committee. (Chapter 853, Stats. 2000; effective January 1, 2001.)(Section 84102)</p> <p>Officeholders and candidates who do not have a committee are no longer required to terminate their status.</p> <p>Candidates – The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot are not counted toward the \$1,000 threshold. (G.C. 74103)</p>	Secretary of State and Local filing officer	<ul style="list-style-type: none"> <li>• If it is known at the time of filing that contributions will exceed \$1,000, file Form 410 Immediately.</li> <li>• If it is unknown at the time of filing that contributions will exceed \$1,000, Form 410 does not need to be filed until contributions reach \$1,000. It must be filed within 10 days of receiving \$1,000.</li> </ul>
460-2001	<p>California Long Form.</p> <p>The three "long form" campaign reports (Form 419 for ballot measure committees, Form 420 for general recipient committees, and Form 490 for candidates and their controlled committees) have been combined into one form for use by all candidates and committees. An amendment box is provided to identify amended filings. Form 405 is no longer used to amend the Form 460. See 2001 Addendum for complete changes.</p>	Local Filing Officer	<p>Close 1/19/2002 File 1/24/2002</p> <p>Close 2/16/2002 File 2/21/2002</p> <p>Close 6/30/2002 File 7/31/2002</p> <p>(Continued)</p>

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
460 Continued	<ul style="list-style-type: none"> <li>• <b>Candidates, Officeholders and Their Controlled Committees</b></li> </ul> <p>A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.</p> <ul style="list-style-type: none"> <li>• <b>Ballot Measure Committees</b></li> </ul> <p>A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of one or more ballot measures.</p> <ul style="list-style-type: none"> <li>• <b>Primarily Formed Candidate/Officeholder Committees</b></li> </ul> <p>A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).</p> <ul style="list-style-type: none"> <li>• <b>General Purpose Committees</b></li> </ul> <p>A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).</p> <p>Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form.</p>		

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
465-2001	Supplemental Independent Expenditure Report. For use by an officeholder, candidate or committee  Which makes independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure.	Local filing officer	
470-2001	Candidate and Officeholder Campaign Statement – Short Form. Form 470 may be used in connection with an election if less than \$1,000 has been raised or spent by or on behalf of the candidate, and the candidate anticipates raising or spending less than \$1,000 in connection with his or her candidacy for the entire calendar year. If the Form 470 is filed with the declaration of candidacy, or on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.	Local filing officer	<ul style="list-style-type: none"> <li>Form 470 can be filed with Declaration of Candidacy if the intent is not to receive or spend \$1,000 or more.</li> <li>Must be filed prior to first filing deadline 1/24/02</li> </ul> <p><b>Caution:</b> If form is filed <u>after</u> 1/24/2002, you will be required to comply with the Form 460 filing dates.</p>
470 Supplement	Supplemental Candidate and Officeholder Campaign Statement. This form only applies to candidates and officeholders who have filed the Form 470 and thereafter receive contributions or makes expenditures totaling \$1,000 or more in calendar year. A candidate's personal funds spent for a Candidate Statement are excluded from the \$1,000 threshold. The Form 470 Supplement revokes the previous Form 470. NOTE: Once a candidate or officeholder files a Form 470 Supplement, s/he will be required to file a Form 460. The cost of a Candidate Statement is included on the Form 460 as an expenditure.	Secretary of State, Local filing officer, and each candidate seeking the same office	Within 48 hours of receiving or expending a total of \$1,000.

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
496-2001	Late Independent Expenditure Report. <sup>1</sup> Used to report late independent expenditures. A independent expenditures aggregating \$1,000 or more made to support or oppose a single candidate or a single ballot measure during the last 16 days before the election in which the candidate or measure is being voted on.	Filing officer(s) who would receive campaign statements.	Require the filing of a 24-hour report each time independent expenditure aggregating \$1,000 are made to support/oppose a single candidate, not just during the late reporting period.
497-2001	Late Contribution Report. Used by candidates Using his/her own personal funds, which totals \$1,000 or more. A late contribution includes loans from a candidate's personal funds to his/her campaign committee during the late contribution period.	Filing officer(s) who would receive campaign statements.	Require the filing of a 24-hour report each time a late contribution is made by the candidate
501-2001	<p>Candidate Intention. To be filed by any candidate for a state or local office in California – before you solicit or receive any contributions (contributions include loans and the use of your personal funds for your campaign).</p> <p>NEW: Primary/General Elections State Senate and Assembly candidates who accept the voluntary expenditure ceiling for the primary and general elections will be allowed to pay for a 250 word candidate statement to be published in the county(s) sample ballot. If the candidate is running in a district that is shared, the statement would be paid for and filed with each County filing officer within the District by the close of the filing periods.</p> <p>The candidates adhering to the spending limitations will also have their name listed on a separate page in the sample ballot with the notation that they accepted the spending limitations.</p>	<p>STATE Secretary of State and provide Registrar of Voters a copy</p> <p>LOCAL File with Registrar of Voters</p>	Prior to soliciting or receiving campaign contributions
	Amendment to Candidate Intention. If any changes occur on a previously filed Form 501.		As soon as the changes take place

- 1 An “independent expenditure” is a payment for a communication (e.g., a mailing, billboard, or other advertisement) that supports or opposes the nomination, election or defeat of a clearly identified candidate or the passage or defeat of a ballot measure. An independent expenditure is different from a contribution in that the person making the expenditure is not making a payment to or at the behest of a candidate or a ballot measure committee, but is acting independently to support or oppose the candidate or ballot measure.

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
700	<p>Statement of Economic Interest for State offices, Judicial offices, Board of Supervisors, District Attorney, and Treasurer/Tax Collector.</p> <p>Exception: If a candidate has filed an assuming office or annual statement for the same jurisdiction within 60-days before filing a declaration of candidacy, that filer is not required to file another Statement of Economic Interest. A <u>copy</u> of the previously filed Form 700 must be filed with the Registrar of Voters.</p>	Registrar of Voters	No later than the final filing date for the Declaration of Candidacy

# **CHAPTER 4**

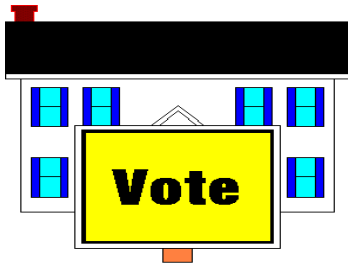
**REVIEW AND ADHERE TO RULES AND  
GUIDELINES FOR CAMPAIGNING**



## REVIEWING RULES AND GUIDELINES FOR CAMPAIGNING

<b>CAMPAIGN LITERATURE REQUIREMENTS</b>	
<b>LITERATURE</b>	<p>A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the Declaration of Candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions. (E.C. 16-'94)</p>
<b>PAID POLITICAL ADVERTISEMENT</b>	<p>Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in a 10-point roman type, whichever is larger, the words "Paid Political Advertisement". Such words shall be set apart from any other printed matter.</p> <p>As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. (E.C. 20008-'94)</p>
<b>USE OF SIMULATED BALLOT</b>	<p>a. Every simulated ballot or simulated ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or letter of such statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>NOTICE TO VOTERS</b> (Required by Law)</p> <p>This is not an official ballot or an official sample ballot prepared by the county clerk, Registrar of Voters, or the Secretary of State. This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof). Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.</p> </div> <p>No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.</p>
	<p>b. The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter is a violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. (E.C. 20009-'94)</p>

<b>MASS MAILINGS</b>	<p>Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail to the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.</p> <p>If the sender of the mass mailing is a single candidate or committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).</p> <p>If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).</p> <p>"Mass mailing" means over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request letter or other inquiry are not "mass mailings." (G.C. 82041.5-'88)</p>
<b>MASS MAILINGS AT PUBLIC EXPENSE</b>	<p>No newsletter or other mass mailing shall be sent a public expense. (G.C. 89001-'88)</p>



## POSTING OF POLITICAL SIGNS

### POSTING OF TEMPORARY POLITICAL SIGNS

**STATE:**

Following is a letter from the California State Department of Transportation providing information about State law governing campaign signs. It includes the Statement of Responsibility form.

**DEPARTMENT OF TRANSPORTATION**

Right of Way  
Office of Outdoor Advertising  
1120 "N" Street, Mail Station 37  
P.O. Box 942874  
Sacramento, CA 94274-0001  
(916) 654-4790  
FAX: (916) 654-4956

Dear Candidate or Committee Member:

As a candidate or campaign worker for either an office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right of way of any highway or within 660' of the edge of and visible from the right of way of a landscaped freeway.

Temporary political signs are signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office. We will gladly answer any questions in respect to the form.

(Continued)

**(Department of Transportation letter continued)**

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Sincerely,

s/Debra Todd  
Outdoor Advertising Branch

Attachment: Statement of Responsibility Form

## STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: \_\_\_\_\_ March \_\_\_\_\_ November Other: \_\_\_\_\_

County in which Election  
is Being Held: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or  
Proposition Number: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

Responsible Party's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Include Area Code): \_\_\_\_\_

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon submission of invoice by the Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

**Mail Statement of Responsibility to:**

Department of Transportation  
Division of Right of Way  
464 W. 4<sup>th</sup> St  
8<sup>th</sup> Floor, MS M  
San Bernardino, CA 92401-1400

## **POSTING OF TEMPORARY POLITICAL SIGNS (continued)**

### **SAN BERNARDINO COUNTY:**

The following guidelines on posting of temporary political signs in San Bernardino County areas is provided to be of assistance. More detailed information, or updates, can be obtained by contacting the San Bernardino County Fire Department, P&E, (909) 387-4044.

**A temporary political sign is any sign that indicates any one or a combination of the following:**

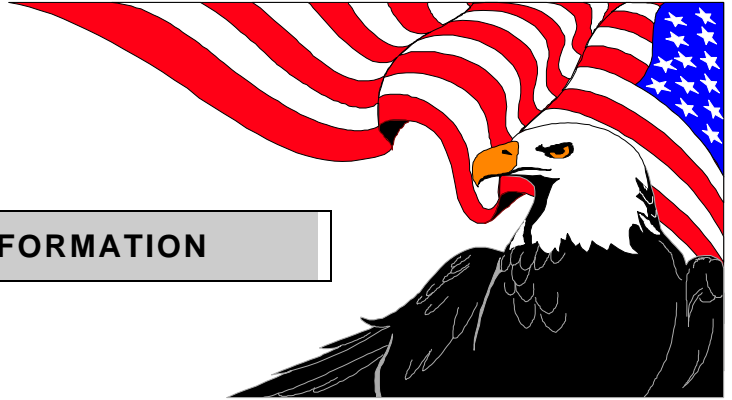
1. The name or picture of an individual seeking election or appointment to a public office.
2. Relates to a forthcoming public election or referendum.
3. Advocates a person, group, or party's political views or policies.

**A temporary political sign is permitted in any land use district subject to the following limitations:**


1. Such political signs shall be removed within thirty (30) days after the same election.
2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.
3. Such political signs shall not be erected within any street intersection, clear sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of-way, parkway or on publicly owned land.

### **CITIES:**

If you are planning to post signs within an incorporated city, you must contact the individual city, Code Enforcement Department, regarding their political sign ordinance.



## POLLS INFORMATION

POLLING PLACES	
<p>THE POLLS ARE OPEN FROM 7:00 A.M. UNTIL 8:00 P.M.</p> <p>The following rules/regulations are presented to assist you in running a trouble free campaign and in avoiding problems.</p>	
<b>WORKING AT THE POLLS</b>	The Registrar of Voters office does not allow a candidate, or a relative of any candidate for elective office, to serve as a poll worker in that jurisdiction.
<b>BEING A POLLING PLACE</b>	The Registrar of Voters office does not allow any candidate for elective office to use their residence or business as a polling place.
<b>DISTRIBUTING POLLING PLACE LOCATIONS</b> 	<p>Please keep in mind that polling place locations, and their addresses, may change from one election to the next – and unfortunately, sometimes even within the same election! This is important for you to remember when using a polling place list. Whether you have purchased the list from our office, or from another source, if it's not entirely current, then it's probably not entirely accurate. Please read on . . .</p> <p>The California Elections Code (E.C. 18302-'94) states:</p> <p><i>“Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter’s precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.”</i></p>
<b>WHY POLLS CHANGE</b>	<p>There are many reasons for choosing or changing a particular polling place. Any, or all of, the following reasons may apply:</p> <ul style="list-style-type: none"> <li>• Facilities become overcrowded or permission is no longer granted for a facility to be used as a polling place, so new ones must be found.</li> <li>• As precincts grow, boundaries have to be revised. This could result in your having to be assigned to a different polling place.</li> <li>• Previous polling place not accessible to the disabled and the elderly as dictated by law.</li> <li>• The different grouping of districts in an election could make it necessary to change your polling place from election to election.</li> <li>• We may have had complaints about the old polling place.</li> </ul>

<b>CAMPAIGNING/ ELECTIONEERING</b>	<p>No person shall do any of the following within 100 feet of a polling place. 100 feet begins at doorway of the room in which voters are voting:</p> <ul style="list-style-type: none"> <li>• Circulate any petitions.</li> <li>• Solicit a vote, speak about marking a ballot, wear campaign insignia, or clothing with campaign slogans or political advertisements.</li> <li>• Post any signs relating to candidates and/or measures.</li> <li>• Perform any type of electioneering activities.</li> </ul> <p>Poll workers are instructed to check for electioneering throughout the day. If a poll worker advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the poll worker is unable to resolve a problem, the Registrar of Voters will send a Troubleshooter to the polls which is a time consuming and costly remedy. If that does not work, we will then request local law enforcement assistance.</p>										
<b>POLL WATCHER/ OBSERVING</b>	<p>You are certainly welcome to observe activity at any polling place on election day – from the time the polls open until the polls are closed and the poll workers depart to return ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material that is given in training to our poll workers. It explains some of the do's and don'ts of observation.</p> <table border="1" data-bbox="495 747 1589 1610"> <tr> <th colspan="2" data-bbox="495 747 1589 800"><b>RULES FOR POLL WATCHERS/OBSERVERS</b></th></tr> <tr> <td colspan="2" data-bbox="495 800 1589 915"> <p>Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a candidate. Although poll watching is allowed by law, there are rules and guidelines that must be followed.</p> </td></tr> <tr> <td data-bbox="495 915 812 978"><b>DEFINITION</b></td><td data-bbox="812 915 1589 978">A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has or has not voted.</td></tr> <tr> <td data-bbox="495 978 812 1157"><b>PURPOSE</b></td><td data-bbox="812 978 1589 1157">A poll watcher's main purpose is to "Get Out The Vote". To accomplish this, poll watchers continually check the posted copy of the Street Index to see who has or has not voted. They may also want to check the Roster to see who has received an Absentee Ballot. They can see the Absentee Roster and the Late But Eligible List.</td></tr> <tr> <td data-bbox="495 1157 812 1610"><b>RULES</b></td><td data-bbox="812 1157 1589 1610"> <p>Please enforce the following rules with regard to poll watchers:</p> <ol style="list-style-type: none"> <li>1. Poll watchers are <u>NOT</u> permitted to disturb voters or interfere with the election process in any way.</li> <li>2. Poll watchers may ask questions, but may <u>NOT</u> interfere with your duties or disturb voters.</li> <li>3. Poll watchers may <u>NOT</u> sit at the election table.</li> <li>4. Poll watchers may <u>NOT</u> remove the Street Index from the Immediate area. It may be removed from the wall for use, but then must be re-posted.</li> <li>5. If more than one person or group wishes to use the Street Index or the Roster of Voters, it must be shared equally.</li> <li>6. The Roster of Voters may only be used at the election table, and for only as long as it is not needed by the election board.</li> </ol> </td></tr> </table>	<b>RULES FOR POLL WATCHERS/OBSERVERS</b>		<p>Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a candidate. Although poll watching is allowed by law, there are rules and guidelines that must be followed.</p>		<b>DEFINITION</b>	A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has or has not voted.	<b>PURPOSE</b>	A poll watcher's main purpose is to "Get Out The Vote". To accomplish this, poll watchers continually check the posted copy of the Street Index to see who has or has not voted. They may also want to check the Roster to see who has received an Absentee Ballot. They can see the Absentee Roster and the Late But Eligible List.	<b>RULES</b>	<p>Please enforce the following rules with regard to poll watchers:</p> <ol style="list-style-type: none"> <li>1. Poll watchers are <u>NOT</u> permitted to disturb voters or interfere with the election process in any way.</li> <li>2. Poll watchers may ask questions, but may <u>NOT</u> interfere with your duties or disturb voters.</li> <li>3. Poll watchers may <u>NOT</u> sit at the election table.</li> <li>4. Poll watchers may <u>NOT</u> remove the Street Index from the Immediate area. It may be removed from the wall for use, but then must be re-posted.</li> <li>5. If more than one person or group wishes to use the Street Index or the Roster of Voters, it must be shared equally.</li> <li>6. The Roster of Voters may only be used at the election table, and for only as long as it is not needed by the election board.</li> </ol>
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(Continued)



<b>POLL WATCHER/ OBSERVING</b> (Continued)		<p>7. When the polls close, if a poll watcher asks to see the Roster of Voters, do the following:</p> <ul style="list-style-type: none"> <li>• Explain to the person that at this time you are required by Registrar of Voters office to begin your closing procedure and that you will be using the Roster of Voters to complete your counts.</li> <li>• If you have finished using the Roster and there are a few minutes remaining while all of the supplies are being packed the poll watcher may look at the Roster during this time.</li> </ul> <p>8. When the packing of supplies has been completed, retrieve the roster from the poll watcher.</p>
<b>ELECTION DAY PROBLEMS</b>	<p>If you see any activity on election day that you think is improper, please contact the Registrar of Voters office immediately so that we can investigate. The sooner we know of a problem, the sooner we can eliminate it. Telling us of a problem the day after the election is helpful but do not allow us to fix problems for the voters who voted in that election.</p> <p style="text-align: right;">(909) 381-2860</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin-left: auto;"></div>	

<p style="text-align: center;"><b>USE OF ABSENTEE VOTING IN CAMPAIGNS</b></p> <p><b>Note:</b> Be sure to see the Secretary of State's "<b><i>A Guide to Absentee Voting</i></b>" (Appendix "B" of this Handbook)</p>	
<b>DEFINITIONS</b>	<p>The words "absentee" and "mail ballot" are sometimes used interchangeably and can be confusing.</p> <ul style="list-style-type: none"> <li>• ANY voter may apply for an absentee ballot - there are no special requirements/no need to be out of town, etc. These voters have the option of going to their polls to vote or of voting an absentee ballot. Because we mail these ballots to voters upon their request, they are sometimes called mail ballots.</li> <li>• However, there is a category of voter who receives what we call a "mail ballot". They reside in a precinct/area with fewer than 250 people and no polling place has been established. All voters in that precinct automatically receive a mail ballot - they do not need to apply.</li> <li>• During the last seven days prior to the election no absentee ballots can be mailed <u>to</u> voters. Any voter can come in to the election office and receive a ballot during that time - either to vote on-site, or to take and return by election day. These voted ballots cannot be returned by mail. This method of voting is called an "emergency ballot".</li> </ul>
<b>VOTING BY MAIL IN CALIFORNIA</b>	<p>Getting out the absentee vote can be an effective tool. However, there are many laws that apply to this process. Whether you want to target absentee voters, or just want to know more about the process and laws, you should study the attached pamphlet prepared by the Secretary of State. This pamphlet contains valuable information on all phases of the absentee voting process, including legal penalties for fraudulent absentee voting/activities.</p> <p>Remember – planning ahead and attention to details, especially relating to the absentee ballot process, will save the campaign and the Registrar of Voters money, time, and increase voter participation.</p>
<b>ABSENTEE APPLICATIONS</b>	<p>The Registrar of Voters provides each voter with an application for an absentee ballot, on the back cover of the sample ballot. These applications are the easiest for us to process because they contain special bar codes that eliminate data entry. However, candidates or campaigns may want to distribute their own absentee application. If so,</p> <ul style="list-style-type: none"> <li>• Study the attached pamphlet carefully <u>before</u> proceeding.</li> <li>• Use the generic application form in the pamphlet or the <u>camera ready form provided</u> in this handbook by our office. The forms must state: <ul style="list-style-type: none"> <li>⇒ Name of candidate</li> <li>⇒ Name of campaign or organization</li> <li>⇒ Address and phone number of organization providing form.</li> </ul> </li> <li>• <b>Have your application approved by the Registrar of Voters <u>before</u> copies are made.</b></li> </ul>

USE OF BAR CODES:	
<b>PURPOSE</b>	The Registrar of Voters encourages bar coding of the voter's affidavit number when preprinting absentee/mail ballot application forms. The use of this type of bar code dramatically decreases the processing time of the absentee/mail ballot applications. The amount of time needed to process a bar coded application is 20 times less than key entering the voter's name and/or affidavit number. This means faster ballot delivery to voters!
<b>COST INCENTIVE</b>	An incentive for the application of bar codes to campaign (absentee ballots) applications is <b>\$100.00 per election</b> . A sample of the application, with the bar code printed, must be turned in for testing and approval by the Registrar of Voters office, <b>prior to</b> the authorization of the special discount.
<b>STANDARDS</b>	<p><b>WARNING:</b> The format cannot be changed after the official authorization. If changes are made that prevent the scanning of the bar codes by the Registrar of Voters, the discount will be disallowed.</p> <p><b>The following criteria <u>must</u> be utilized in the creation of bar codes.</b></p> <ul style="list-style-type: none"> <li>• The county of San Bernardino uses what is commonly called a “<b>3 of 9</b>” or “<b>39</b>” type bar code. This means that it uses <b>3 bars of the 9 available bars</b> to represent each character.</li> <li>• The reason for using this bar code standard over the others (such as the <b>Universal Product Code or “UPC”</b> code found on store items) is because the voter's affidavit number contains both <b>ALPHABETIC</b> and <b>NUMERIC DATA</b>.</li> <li>• When translating the affidavit number into a bar code, the <b>entire 9 digit field</b> allocated for the affidavit number <b><u>must</u> be converted</b>. This includes all spaces or blanks, special characters, etc.</li> <li>• A delimiter called a “<b>GUARD BAR</b>” must be printed at the beginning and ending character of the bar code field. The “3 of 9” system uses the same “<b>GUARD BAR</b>” character – the asterisk (*) to identify the front and rear of the contents of the bar code field.</li> <li>• When generating the actual bar code on a document there is no standard size called for in the “3 of 9” type code. We recommend the <b>bars be at least ¼ inch high</b>, and the <b>entire bar code be NO LESS THAN 2 INCHES and NO MORE THAN 3 INCHES IN LENGTH</b>. (Ideal bar code dimensions are 7/8” x 2 3/8”.)</li> </ul> <p>If you have any further questions regarding the standards or procedures outlines, please contact the Computer Support Division at the Registrar of Voters office for additional help. <b>(909) 387-2100</b></p> <p><b>Note:</b> On the following page is an <b>EXAMPLE</b> of an <b>APPLICATION FOR AN ABSENTEE BALLOT</b> which can be used when requesting this feature from your printer.</p>
<b>DEADLINE</b>	Bar codes must be approved <u>before</u> any applications are distributed.

<p><b>CAUTIONS REGARDING APPLICATIONS</b></p> 	<ul style="list-style-type: none"> <li>☞ Targeting voters using outdated tapes or reports can inflate printing and mailing costs, minimizing the expected results for your campaign.</li> <li>☞ In order to avoid confusing the voters and creating duplicate application problems, candidates/ campaigns/individuals should not distribute applications earlier than 60 days prior to an election.</li> <li>☞ Targeting voters using inappropriate tapes or reports may reach voters ineligible to vote in the targeted district, and therefore unnecessarily increase your expenses.</li> <li>☞ Preprinting the mailing address on the application instead of the residence address results in ballot delays due to additional required correspondence to and from the voter to verify the residence address.</li> <li>☞ Misleading the voter that they are signing something other than an absentee/mail ballot application results in accusation of campaign “foul play” and blemishes the integrity of the candidate or cause.</li> <li>☞ Misleading voters by using a return address such as “Absentee Ballot Center” in care of the candidate’s headquarters or Post Office Box. This implies that applications are being returned to an official government election office.</li> <li>☞ Voter confusion can result in loss of votes.</li> <li>☞ Withholding applications longer than the <b>36 hour</b> legal requirement, or beyond the application deadline, is a misdemeanor. This also delays the ballot delivery to the voter, who may be leaving town. Therefore, withholding applications may result in loss of votes.</li> <li>☞ Providing prepaid postage for application return may be a violation of federal law for any campaign, candidate, individual group, or organization.</li> </ul>
<p><b>CAUTIONS REGARDING BALLOTS</b></p> 	<ul style="list-style-type: none"> <li>☞ It is a crime to interfere with anyone’s right to vote (Election Code 18502)</li> <li>☞ It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange for their vote for a particular person or issue in a Federal Election. Similarly, it is against the law to pay someone to not vote (Election Code 18521, 18522, and 18524).</li> <li>☞ It is a crime to interfere with the prompt return of a voted absentee ballot (Elections Code 18577), or to attempt to vote a fraudulent absentee ballot (Elections Code 18578).</li> <li>☞ It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he/she is voting an absentee ballot (Elections Code 18371)</li> <li>☞ It is illegal for anyone other than specific family members to return the absentee ballot for a voter.</li> </ul>

<b>NOTICE TO VOTERS - PROTECT YOUR VOTE</b>	<p>The following notice is inserted in every absentee ballot mailed by our office. If we receive inquiries or complaints that indicate any candidate or campaign is illegally interfering in the absentee voting process, we will vigorously pursue an investigation and ensure that appropriate action is taken.</p> <div style="border: 1px solid black; padding: 10px;"> <p>When voting a ballot in your home, only you can protect your rights. At the polls, poll workers ensure that no electioneering takes place near the polls, that you vote in privacy, that your ballot remains secret, and that the ballot is secured and returned directly to the Registrar of Voters for counting. If you vote from your home, you must take responsibility to ensure that no one tries to influence how you vote, that it remains secret, and that it is returned safely to the Registrar of Voters office.</p> <ol style="list-style-type: none"> <li>1. <b>MARKING YOUR BALLOT</b> - Do not allow another individual to mark your ballot for you unless you are physically unable to mark it yourself. It is illegal for this person to try to influence how you vote while you are in the process of voting your ballot. Be certain that the person you ask to assist you with marking your ballot can be trusted to follow your instructions.</li> <li>2. <b>RETURNING YOUR BALLOT</b> - If you are unable to personally mail your ballot or return it directly to the Registrar of Voters office (or polling place on election day), you may authorize certain family members to return the voted ballot for you by completing the "Authorized Agent" portion on the ID/Return envelope. It is illegal for anyone other than specific family members to return the ballot for you. Handing over your ballot with the signed ID/Return envelope provides the opportunity for your vote to be altered or discarded.</li> </ol> </div>																				
<b>SCHEDULE/DATES</b>	<table> <tr> <td colspan="2"><b>MARCH 5, 2002 – DIRECT PRIMARY ELECTION</b></td></tr> <tr> <td colspan="2"><b>January 4, 2002</b> – Do not distribute absentee applications before this date.</td></tr> <tr> <td><b>February 4 through February 26, 2002</b></td><td>Period for processing absentee ballot applications</td></tr> <tr> <td><b>February 27 through March 5, 2002</b></td><td>Period for obtaining emergency ballot at Registrar of Voters office</td></tr> <tr> <td><b>March 5, 2002 (8:00 p.m.)</b></td><td>Deadline for receipt of absentee ballots</td></tr> <tr> <td colspan="2"><b>NOVEMBER 5, 2002 – GENERAL ELECTION</b></td></tr> <tr> <td colspan="2"><b>September 6, 2002</b> – Do not distribute absentee applications before this date.</td></tr> <tr> <td><b>October 7 through October 29, 2002</b></td><td>Period for processing absentee ballot applications</td></tr> <tr> <td><b>October 30 through November 5, 2002</b></td><td>Period for obtaining emergency ballot at Registrar of Voters office</td></tr> <tr> <td><b>November 5, 2002 (8:00 p.m.)</b></td><td>Deadline for receipt of absentee ballots</td></tr> </table>	<b>MARCH 5, 2002 – DIRECT PRIMARY ELECTION</b>		<b>January 4, 2002</b> – Do not distribute absentee applications before this date.		<b>February 4 through February 26, 2002</b>	Period for processing absentee ballot applications	<b>February 27 through March 5, 2002</b>	Period for obtaining emergency ballot at Registrar of Voters office	<b>March 5, 2002 (8:00 p.m.)</b>	Deadline for receipt of absentee ballots	<b>NOVEMBER 5, 2002 – GENERAL ELECTION</b>		<b>September 6, 2002</b> – Do not distribute absentee applications before this date.		<b>October 7 through October 29, 2002</b>	Period for processing absentee ballot applications	<b>October 30 through November 5, 2002</b>	Period for obtaining emergency ballot at Registrar of Voters office	<b>November 5, 2002 (8:00 p.m.)</b>	Deadline for receipt of absentee ballots
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**EXAMPLE OF APPLICATION FOR AN ABSENTEE BALLOT  
MARCH 5, 2002 – DIRECT PRIMARY ELECTION**

**APPLICATION FOR ABSENTEE BALLOT**

**Direct Primary Election held on March 5, 2002**

To obtain an Absentee Ballot, complete the information on this form. This application must be received by the Registrar of Voters no later than 5:00 p.m. on February 4, 2002.

**PRINT NAME:** \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

**RESIDENCE ADDRESS IN SAN BERNARDINO COUNTY** (Please Print):

\_\_\_\_\_  
*Number and Street Name (P.O. Box, Rural Route, etc, not acceptable) Designate N., S., E., W., if used)*

\_\_\_\_\_  
(City) (Zip Code) (E-mail address)

**TELEPHONE NUMBER:** ( ) \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**PRINT MAILING ADDRESS FOR BALLOT:** (If different than above)

*Note: Organizations distributing this form may not preprint mailing address information:*

\_\_\_\_\_  
*(Number and Street, P.O. Box, Rural Route, School, Military or Overseas Address)*

\_\_\_\_\_  
(City) (State of Country) (Zip Code)

☐ **I am not presently affiliated with any political party. However, for the primary election only, I request an absentee ballot for the \_\_\_\_\_ Party.\***

*Organizations distributing this form may not preprint check mark or political party name.*

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER  
SIGNATURE OF THE APPLICANT**

**I have not applied for, nor do I intend to apply for an absentee ballot from any other jurisdiction for this**

election. I certify under penalty of perjury under the laws of the State of California that the name and residence address and information I have provided on this application are true and correct

\_\_\_\_\_  
**SIGNATURE** **DATE**

**WARNING:** Perjury is punishable by imprisonment in state prison for two, three or four

years

*(Section 126 of the California Penal Code)*

This form is provided by: (Name, Address & Telephone Number)

**NOTICE**

You have the legal right to mail or deliver this application directly to:

**Registrar of Voters**  
777 East Rialto Avenue  
San Bernardino, CA 92415-0770  
Phone (909) 387-2047

Returning this application to anyone other than your election official may cause a delay that could interfere with your right or ability to vote

\*In order to determine which parties allow Decline to State voters to vote in their primary elections, contact the Secretary of State's toll-free number:

1-866-DTS-VOTE  
Elections Code Section 3006©

Any voter may apply for Permanent Absent Voter status. Contact the Registrar of Voters at (909) 387-2047 for an application.  
Elections Code Amended Section 3201

The format used on this application **MUST** be used by ALL individuals, organizations and groups that distribute absentee ballot applications.  
Elections Code Section 3007  
Failure to conform to this format may result in criminal prosecution.  
Elections Code Section 18402

The name, address and telephone number must be completed by the campaign.  
Applications received from campaigns without this information will be rejected

**EXAMPLE  
OF  
CAMERA READY COPY**

**EXAMPLE OF APPLICATION FOR AN ABSENTEE BALLOT  
NOVEMBER 5, 2002 – GENERAL ELECTION**

**APPLICATION FOR ABSENTEE BALLOT**

**General Election held on November 5, 2002**

To obtain an Absentee Ballot, complete the information on this form. This application must be received by the Registrar of Voters no later than 5:00 p.m. on October 7, 2002.

**PRINT NAME:** \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

**RESIDENCE ADDRESS IN SAN BERNARDINO COUNTY** (Please Print):

\_\_\_\_\_  
*Number and Street Name (P.O. Box, Rural Route, etc, not acceptable) Designate N., S., E., W., if used*

\_\_\_\_\_  
(City) (Zip Code) (E-mail address)

**TELEPHONE NUMBER:** ( ) \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**PRINT MAILING ADDRESS FOR BALLOT:** *(If different than above)*

*Note: Organizations distributing this form may not preprint mailing address information:*

\_\_\_\_\_  
*(Number and Street, P.O. Box, Rural Route, School, Military or Overseas Address)*

\_\_\_\_\_  
(City) (State of Country) (Zip Code)

☐

**I am not presently affiliated with any political party. However, for the general election only, I request an absentee ballot for the \_\_\_\_\_ Party.\***

*Organizations distributing this form may not preprint check mark or political party name.*

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER  
SIGNATURE OF THE APPLICANT**

**I have not applied for, nor do I intend to apply for an absentee ballot from any other jurisdiction for this**

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\_\_\_\_\_  
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**EXAMPLE  
OF  
CAMERA READY COPY**

**EXAMPLE OF RETURN ADDRESS FOR APPLICATION FOR ABSENTEE BALLOT  
MARCH 5, 2002 – DIRECT PRIMARY AND  
NOVEMBER 5, 2002 – GENERAL ELECTION**

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

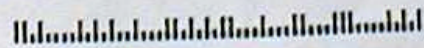
Did you sign your application?

**DATED MATERIAL**

**REGISTRAR OF VOTERS**  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0770



First  
Class  
Postage





# CHAPTER 5

## LEARN ABOUT SERVICES PROVIDED BY ROV

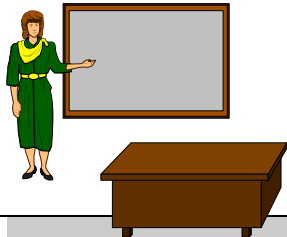
### DON'T FORGET

#### MARCH 5, 2002 – DIRECT PRIMARY ELECTION

	FIRST MEETING	SECOND MEETING
<b>DATE:</b>	December 18, 2001	December 18, 2001
<b>TIME:</b>	12:00 Noon	6:00 p.m.
<b>PLACE:</b>	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino

#### NOVEMBER 5, 2002 – DIRECT GENERAL ELECTION

	FIRST MEETING	SECOND MEETING
<b>DATE:</b>	August 19, 2002	August 19, 2002
<b>TIME:</b>	12:00 Noon	6:00 p.m.
<b>PLACE:</b>	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino



## REGISTRATION DRIVES AND CLASSES

### AFFIDAVIT OF REGISTRATION FORMS/CLASSES

Affidavits of Registration may be obtained from the Registrar of Voters office according to the following guidelines.

- ☒ The public may obtain a one-time issue per year of 49 affidavits by coming to the Registrar of Voters office.
- ☒ To obtain more than 49 affidavits, the candidate or designated coordinator of a campaign or organization must attend a Voter Registration Class. Those who have attended the class are then eligible to obtain large quantities of registration forms as needed.
- ☒ **Registration classes are held every Tuesday at 10:30 a.m. and last approximately one hour.**
- ☒ Reservations are not required to attend registration classes.
- ☒ Alternative class times can be scheduled by appointment by calling Voter Outreach Services at (909) 386-8348.

## REGISTRATION AND ELECTION DATA SERVICES

### **NOTICE:**

Voter telephone numbers are not updated. They reflect what the voter provided on the original Voter Registration Card. They have not been updated by the Registrar of Voters to reflect any changes in area codes.

<b>AVAILABLE TO</b>	The Registrar of Voters office offers to candidates and their campaign committees several registration and election data services. The California Elections Code allows the voter registration files to be used for political purposes only.
<b>TO PLACE ORDER</b>	Please call Candidate Services at (909) 387-2080/2079 for assistance in placing an order and in determining costs. Orders are available within three (3) business days. Customers may pick up orders at the Registrar of Voters office, orders can be mailed, or you may provide a Federal Express or UPS number. Note: Orders for CD's, and/or diskettes cannot be processed the last week before an election due to computer use for election preparation.
<b>FEES DUE</b>	Prices may vary, depending on the number of voters in the jurisdiction ordered. All costs/fees are to be paid the time the order is placed.
<b>DISCOUNT AVAILABLE</b>	If you are planning to order ABSENTEE LISTS/LABELS on a continuous basis please contact our office at (909) 387-2080 for information on special discounts. (Pertains to orders placed by the 29 day close.)
	Discount for applying BAR CODES to campaign (Absentee Ballot) applications is \$100 per election. Contact Computer Support at (909) 387-2100 for requirements and specifications. Bar coding must be proofed by the Registrar of Voters office to make sure it is readable prior to receiving the discount.

LISTS			
Type	Description	Fee	Options (Available by:)
<b>Voter Index</b> (a.k.a.: Walking Lists, Precinct Lists, Index of Registered Voters, etc.)	This list is usually used for walking precincts. It contains voter name, residence address, phone number and party. It does not contain voting history, or mailing addresses. It has limited sorts at the fee indicated. It lists voters registered as of the date run, and prints the information in home precinct order. Within each precinct, the list is sorted in alpha street order with addresses in numerical sequence.	First thousand or fewer names \$38.00. Each additional thousand names, or fraction thereof, \$1.50.  Each candidate may receive up to two copies of these lists at this price. If more lists are needed the cost will be the same as Registered Voters List below.	a. Jurisdiction b. Political party(ies)
<b>Voter Index/Voting History</b>	This is the same format as the Voter Index above. However, it can also be sorted to provide only voters who voted in specified elections.	\$1.50 per thousand voters or portion thereof. Minimum charge is \$50.00.	a. Jurisdiction b. Political party(ies) c. Election(s)
<b>Registered Voters List</b>	This report is more crowded and longer than the Voter Index because of the additional information – mailing address and voting history. It is not as easily used for walking precincts but it is available in more sorts. Unless requested differently, the report comes in home precinct order with all registered voters as of the date the report is run. Voting history is provided for requested election. Within the home precinct it is sorted by alpha street with addresses in numerical sequence.	\$1.50 per thousand voters or portion thereof. Minimum charge is \$50.00.	a. Jurisdiction b. Political party(ies) c. Election(s) d. Alpha sort by voter name

LISTS – continued			
Type	Description	Fee	Options (Available by:)
<b>Absentee Voters</b>	This report lists voters who have applied for an absentee ballot with notation/date a ballot is returned. It also lists permanent absentee and declared absentee voters. This list does not give address to which voter asked ballot to be sent (which could be different from residence address). Voters are listed alphabetically within consolidated precinct. Unless requested differently, the report includes all voters with the following data; code for type of absentee; affidavit number; name; residence address as registered; date application received; date returned ballot received; party; ballot type; and consolidated precinct number.	\$10.00 per thousand voters or portion thereof. \$10.00 is the minimum charge.	a. Daily run b. Cumulative run (by date range) c. Political party(ies) d. Ballot type e. Returned f. Not returned g. Returned and not returned
<b>Polling Place List</b>	A list of polling <u>places</u> , in consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election	\$ .35 per page	(Available by district, however it requires a special sort – cost is \$55.00)
<b>Statement of Votes Cast</b>	The consolidated precinct-by-precinct canvass results of all races.	Available in book form at \$46.00 or \$ .10 per page	Available by district that went to election

LABELS			
Type	Description	Fee	Options (Available by:)
<b>Voter File</b>	Labels contain voter name and residence address, unless a mailing address is on file. They are produced in zip-code order within home precinct order. Labels are 3½" x 15/16" and are produced three up.	<b>Self-adhesive = \$10.00 per thousand names.</b> Minimum charge is \$50.00.  Cheshire (machine applied) = \$5.00 per thousand names. Minimum charge is \$50.00	a. One label per household.* b. One label per voter c. <b>Sorted by:</b> <ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Political Party(ies)</li> <li>• Voting History – 1 or more elections</li> </ul>
<b>Absentee Voter File</b>	These labels are pulled from the system used to track issuance and receipt of absentee ballots – permanent, declared, and requested. If labels will be requested frequently, it is more efficient and cost effective to pre-order and obtain a discount. Call our office for more details. These labels are available only in self adhesive. Labels are produced in alpha last name order within zip code and are produced based on ballots issued – they cannot be produced for only those voters who have not yet returned a ballot.	<b>\$10.00 per thousand names.</b>  Minimum charge of \$10.00	a. Daily b. Cumulative (by date range) c. <b>Sorted by:</b> <ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Precinct</li> <li>• Ballot Type</li> <li>• Political Party(ies)</li> </ul>

\* Approximate price computed at rate of registered voters X 60% = 1 per household.

## DISKETTE

The Registrar of Voters computer files are available on diskette. A record layout is included with each order. **Diskettes are available up to a maximum of 80,000 voter records.**

Type	Description	Fee	Options (Available by:)
<b>Master Voter File</b>	Records of current voters are sorted as follows: home precinct, streets (alpha within precinct), and then house number. The "voting history" (who voted) for all elections being maintained (tracked) is flagged. The diskettes will be current as of the day they are processed. <u>This file is in tab delimited text format and is compressed to fit on diskette.</u>	\$56.00	A. District/Precinct B. Party(ies) C. Voted/Non-voted D. All election history/Only specified election(s) (1) V = voted at polls (2) N = not voted (3) A = voted absentee  NOTE: Available only up to 80,000 voters
<b><u>Precinct/District</u></b>	This file is used in conjunction with the master voter file when specific precincts/districts need to be pulled. <u>This is strictly a text file.</u>	\$22.00	
<b>Absentee/Mail Ballot – Election Specific</b>  <b>Note: This file is only available if the Registrar of Voters office is maintaining the election on its computer.</b>	A file of the voters (declared, requested, and permanent) who voted absentee/mail ballot at a specific election. Declared, requested, and permanent voters are merged into one file with no identifying codes. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot/did not return ballot

DISKETTE – Continued			
Type	Description	Fee	Options (Available by:)
<b>Daily Requested Absentee - Current Election</b>	29 to 7 days before the election, names of voters requesting an absentee ballot will be available on a daily basis. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot/did not return ballot
<b>Polling Place List</b>	A list of polling places, in Consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election.	\$22.00	N/A
<b>Statement of Votes Cast – Election Specific</b>	The consolidated precinct-by-precinct canvass results of all races. <u>This is a print image file.</u>	\$39.00  Not available for major elections	N/A



### COMPACT DISK (CD)

The Registrar of Voters computer files are available on Computer Disk (CD) either without or with a macro. A record layout is included with each order.

Type	Description	Fee	Options (Available by:)										
<b><u>Master Voter File</u></b>	A countywide file of all current voters, sorted as follows: home precinct, streets (alpha within precinct), and then house number. The “voting history” (who voted) for all elections being maintained (tracked) is flagged. The files will be current as of the day they are processed. <u>This file can be created as a tab delimited file.</u>	Costs vary depending on the number of voters.  <table><tr><th>VOTERS</th><th>COST</th></tr><tr><td>Up to 250,000</td><td>\$112.00</td></tr><tr><td>250,001-500,000</td><td>\$196.00</td></tr><tr><td>500,001-750,000</td><td>\$279.00</td></tr><tr><td>750,001-1,000,000</td><td>\$362.00</td></tr></table>	VOTERS	COST	Up to 250,000	\$112.00	250,001-500,000	\$196.00	500,001-750,000	\$279.00	750,001-1,000,000	\$362.00	A. District/Precinct B. Party(ies) C. Voted/Non-voted D. All election history/only specified election(s) (1) V = Voted at polls (2) N = Not voted (3) A = Voted Absentee The voting history for all elections on the file will be flagged; A three line voter format which includes the voter name, street address, city, state, and zip code.
VOTERS	COST												
Up to 250,000	\$112.00												
250,001-500,000	\$196.00												
500,001-750,000	\$279.00												
750,001-1,000,000	\$362.00												
<b><u>Precinct/District</u></b>	This file is used in conjunction with the Master Voter file when specific precinct/ district need to be pulled. <u>This is strictly a text file.</u>	\$22.00											
<b><u>Absentee Mail Ballot Election Specific</u></b>	A file of the voters (declared, requested and permanent) who voted absentee/mail ballot at a specific election. Declared, requested, and permanent voters are merged into one file with no identifying codes. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot type D. Returned ballot E. did not return ballot This file will be available if the Registrar of Voters office is maintaining the election in its computer system.										

COMPACT DISK (CD)			
Type	Description	Fee	Options (Available by:)
<b>Daily Absentee Request - Current Election</b>	29 to 7 days before the election, names of voter: requesting an absentee ballot will be available or a daily basis. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot type D. Returned ballot did not return ballot
<b>Polling Place List</b>	A list of polling places, in Consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election.	\$22.00	N/A
<b>Statement of Votes Cast – Election Specific</b>	The consolidated precinct-by-precinct canvass results of all races. <u>This is a print image file.</u>	\$39.00	N/A

### ELECTRONIC MAIL (E-MAIL)

General Information: In order to use the electronic file you must be familiar with Word, Access, and Excel. The absentee voter file is given to you in raw data form which allows you to bring it into Word, Access, or Excel. You create your own program, the ROV does not write it for you. Your program would allow you to create lists, labels and do sorts. The information will be e-mailed to you in the afternoon.

**NOTE: 2MB MAXIMUM SIZE – approximately 40,000 voter records**

TYPE	DESCRIPTION	FEE	OPTIONS (AVAILABLE BY)
<b>Daily Absentee Request – Current Election</b>	29 to 7 days before the election, names of voters requesting an absentee ballot will be available on a daily basis.	\$19.00  \$300.00 deposit	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot did not return ballot E. Daily F. Bi-Weekly

## MAPS

These maps show precinct boundaries determined by the boundaries of all districts that hold regularly scheduled elections.

Appointments may be made with our Precinct Planning technicians for purchase and instruction on the use of these maps by calling (909) 387-2045.

DESCRIPTION	FEE		OPTIONS
	FIRST MAP ORDERED	EACH ADDITIONAL MAP	
8 ½ X 11" Printed Map	\$ 8.00	\$ 1.00	Printed or on CD
11" x 17" Precinct Map - Printed	\$ 9.50	\$ 1.00	
21" x 24" Precinct Map – Plotted	\$ 11.00	\$ 2.00	
11" x 17" District Map – Printed	\$ 12.50	\$ 1.00	
24" x 48" Wall Map – Plotted	\$ 16.00	\$ 4.50	
36" x 49" Wall Map – Plotted	\$ 26.00	\$ 8.50	
Digitized Map and GIS Exports on CD	\$ 12.00	\$ 1.50	

## ELECTION RESULTS

### ELECTION NIGHT:

Election night results are cumulative bulletins – they do not show how any specific precinct voted. The first results are available between 8:15 and 8:30 p.m. on election night. The first bulletin represents the absentee count. As soon as the polling place ballots start arriving, they are added to the absentee count, and results are updated every five minutes on the internet and every 15-20 minutes hardcopy. You are welcome at any ballot counting site. However, the fastest way to get results is right off the internet. For more information on ballot counting, please see our internet site or call our office.

INTERNET	<a href="http://www.sbcrov.com">www.sbcrov.com</a>
PHONE	(909) 387-8300 / (800) 881-8683. Telephone operators will be available until 15 minutes after final bulletin is received.
HARDCOPY	Bulletins are printed and distributed at each counting site.

### AFTER ELECTION NIGHT:

Election night results are available at the ROV office or on the internet. An add on count will be scheduled for March 11. Such a count would take place at approximately 3:00 p.m. This count is conducted to get the majority of the outstanding ballots counted before the canvass procedures begin. Outstanding ballots are absentee ballots turned in at the polls on election day, write-in ballots, or provisional ballots voted at the polls and sealed in envelopes for further research. Election results are updated following an add on count.

Individual precinct results (Unofficial Statement of Vote) are available as shown below at the ROV office only. The election returns are canvassed and the official results are expected to be certified as indicated below. Following certification, official bulletins and official Statement of Vote will be available.

	<b>MARCH 5, 2002 DIRECT PRIMARY ELECTION</b>	<b>NOVEMBER 5, 2002 GENERAL ELECTION</b>
Add on count and unofficial statement of votes cast	March 11, 2002	November 12, 2002
Certification and official statement of votes cast	March 27, 2002	November 27, 2002

# **APPENDIX A**

## **SECRETARY OF STATE**

### **BALLOT DESIGNATION REGULATIONS**

**SECRETARY OF STATE**

## **BALLOT DESIGNATION REGULATIONS**

### **Chapter 7. Ballot Designations**

#### **§20710. General Provisions.**

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must Initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a Proposed ballot designation pursuant to any one of the four provisions specified in Elections Code 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which election returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20711. Ballot Designation Worksheet**

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates In elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number,

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted In the event the Secretary of State requires further Information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;



(v) The name and telephone number of a person or persons who could verify such information;  
and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be Incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections code § 13107. Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§20713. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent"

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (1) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is

entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of...", "County of...", or "City and County of..." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107. Subdivision (a)(4).**

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed Incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code § 131071 subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107. subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§ 20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant to, Elections Code § 13107, subdivision (a); Is prohibited pursuant to Elections Code § 13107, subdivision (b); Is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not

limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate. In support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget' Inventor," "Director, Smith Foundation," "UCLA Professor." and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such Impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of Impermissible designations include "Ret Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such Impermissible words or prefixes include, but are

not limited to, "Ex-," "former," "past," and "erstwhile." Examples of Impermissible designations Include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by Individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
  - (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
  - (3) The candidate has reached at least the age of 55 years;
  - (4) The candidate voluntarily left his or her last professional, vocational or occupational position;
  - (5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;
  - (6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,
  - (7) The candidate's retirement benefits are providing him or her with a principal source of income.
- (i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
- (j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.
- (1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107. Elections Code

#### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

(a) An official copy of the decision of the Secretary of state regarding a candidate's ballot designation will be made In writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

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(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If



the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

#### **§ 20719. Service of Legal Process Regarding Ballot Designations**

(a) In the event a candidate or other Interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

# **APPENDIX B**

## **SECRETARY OF STATE**

### **“A GUIDE TO ABSENTEE VOTING”**

#### **NOTICE**

This handbook has been prepared to assist you in filing any document relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not

intended to provide legal advice and is for general guidance only.

Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

# **APPENDIX - C**

## **SECRETARY OF STATE DIRECT ELECTION CALENDAR**

**MARCH 5, 2002**

**(BY TOPIC <PAGES 134-138> AND DATE <PAGES 139-163 >)**

#### **NOTICE**

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# **APPENDIX - D**

## **SECRETARY OF STATE GENERAL ELECTION CALENDAR**

**NOVEMBER 5, 2002**

**(BY TOPIC <PAGES 164-167 > AND DATE <PAGES 168-187>)**

# **APPENDIX – E**

## **CITIES, SCHOOLS, AND SPECIAL DISTRICTS ELECTION CALENDAR**

**NOVEMBER 5, 2002**

**ELECTION CALENDAR**  
**CITIES, SCHOOLS, AND SPECIAL DISTRICTS**

**TUESDAY, NOVEMBER 5, 2002**



This information is for general information only and does not have the force and effect of law, regulations, or rule. In case of conflict, the law, regulation, or rule will apply. Because of possible changes in law or procedure since the publication of this information the candidate should obtain the most up-to-date information available.

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jun 28 (-130)	District	District	<b>BOUNDARY CHANGES:</b> Last day boundary changes may be made to be effective for this election. (E.C. 12262-'96)
Jun 28 (-130)	Schools	County Superintendent of Schools (by ROV)	<b>CONSOLIDATED ELECTION:</b> Last day the County Superintendent of Schools to notify, in writing, the school district governing board, when a consolidated election is required to be held. (Ed.C. 5323-'82, 5340-'82)
Jul 1 (-127) to Jul 15 (-113)	Cities	City Clerk	<b>NOTICE OF ELECTION:</b> The city clerk shall publish a "Notice of Election" once in a newspaper of general circulation in the city. Said notice shall contain the time of election and the offices to be filled, specifying full term or short term as the case may be. (E.C. 12101-'96, G.C. 6061-'49)
JuL 3 (-125)	Districts	District Secretary	<b>NOTICE TO REGISTRAR OF VOTERS – MAP OF DISTRICT BOUNDARIES:</b> No later than this date, the District Secretary shall deliver to the Registrar of Voters a notice containing the elective offices to be filled. Said notice shall bear the secretary's signature and the district seal.  The District Secretary shall also deliver a map showing the boundaries of the district and divisions, if any, and a statement indicating in which divisions a director is to be elected, and whether any director is to be elected at large. (E.C. 10509-'94, 10522-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 3 (-123)	Schools	Governing Board	<b>ORDER OF ELECTION – SPECIFICATIONS OF THE ELECTION ORDER:</b> Last day the Governing board of each School District or Community College District to deliver to the County Superintendent of Schools and the officer conducting the election, a resolution specifying the date and purpose of the election. (Ed.C. 5320-'77, 5322-'82)
Jul 8 (-120)	Schools	County Superintendent of Schools	<b>ORDER OF ELECTION – FORMAL NOTICE OF ELECTION:</b> Last day the County Superintendent of Schools to deliver the Order of Election and Formal Notice of Election to the Registrar of Voters. (Ed.C. 5324-'82, 5325-'82)
Jul 8 (-120) to Aug 7 (-90)	Schools/Districts	Registrar of Voters	<b>NOTICE OF ELECTION:</b> Notice of Election, Offices to be Filled, Location of Central Counting Place, and Measures (Generic).  (a) At least 90 days and not more than 120 days before the day fixed for the general district election, the Registrar of Voters of the principal county shall publish a notice of the election once in a newspaper of general circulation published in the district, or, if no such newspaper is published in the district, in a newspaper having general circulation in the district published in any affected county in the district. The notice shall contain: the date of the election; name of the offices for which candidates may be nominated; state the qualifications required by the principal act for each office for which candidates may be nominated; state the location where official nominating petitions for eligible candidates desiring to file for any of the elective offices may be obtained; state that appointment to each elective office will be made as prescribed by Section 10515. (Ed.C. 5326-'96, 5328-'78, 5328.5-'82; E.C. 10515-'94)

(Continued)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 8 (-120) to Aug 7 (-90)	Schools/Districts	Registrar of Voters	<b>NOTICE OF ELECTION – CONTINUED</b> (b) In addition to the requirements of Subdivision (a) the Registrar of Voters shall, by a general press release, set forth the following:  (1) The elective offices of the district to be filed at the ensuing district election;  and  (2) A telephone number which voters of the district may utilize in order to obtain information regarding filing for the elective district office. (E.C. 12112-'96)
	Districts		For each district, the Registrar of Voters immediately shall deliver a copy of all published notices to the district secretary and each notice shall be posted in the district office. (E.C. 12113-'96)
Jul 8 (-120)	Cities	City Clerk	<b>SPECIAL ELECTION CALL – RESOLUTION:</b> Suggested date for any entity to call a special election, for offices to be filled or measure(s) to be voted on. The resolution calling the election shall contain the office(s) to be filled or measure(s) to be voted on exactly as it is to appear on the ballot and a request to the Board of Supervisors that such special election be consolidated with the General District Election and the Registrar of Voters to provide services, and if a measure is being submitted for approval, the last date and hour an argument may be filed with the city clerk. A Notice of Election and Notice Regarding Last Day to File Arguments must be published pursuant to applicable law.



DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 15 (-113) thru Aug 9 (-88)	Schools	Registrar of Voters	<b>DECLARATION OF CANDIDACY:</b> Forms for Declaration of Candidacy for County Board of Education, Community College and School Districts shall be filed with the Registrar of Voters. No candidate may withdraw their Declaration of Candidacy after 5:00 p.m. on the 88 <sup>th</sup> day before the election. (E.C. 10603-'96, Ed.C. 5303-'77)
	Districts	Registrar of Voters And District Secretaries	<b>DECLARATION OF CANDIDACY.</b> Forms for all district offices shall be obtained from the Registrar of Voters. The Registrar of Voters may, for convenience or necessity, authorize the District Secretary to issue Declarations of Candidacy. At the time of issuance of such forms, there shall be filled in, the name of the candidate and the office for which s/he is filing for and the date. The form shall be marked "Declaration of Candidacy" and signed as being issued by either the Registrar of Voters or District Secretary. The form shall first be available on the 113 <sup>th</sup> day prior to the election and shall be filed not later than 5:00 p.m. on the 88 <sup>th</sup> day prior to the election in the office of the Registrar of Voters during regular office hours or may be filed by certified mail so that the form reaches the Registrar of Voters no later than the deadline for filing in that office. The Registrar of Voters shall record the date of filing upon the face of the document filed of the document filed pursuant to this section. No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m. on the 88 <sup>th</sup> day prior to the election. On the request of the District Secretary, the Registrar of Voters shall provide the secretary with a copy of each Declaration of Candidacy filed pursuant to this section. (E.C. 10510-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 15 (-113) to Aug 9 (-88)	Cities	City Clerk	<b>NOMINATION PETITIONS:</b> Forms for nomination to all city offices shall be obtained from the City Clerk. The forms shall be available on the 113 <sup>th</sup> day prior to the election and shall be filed not later than 5:00 p.m. on the 88 <sup>th</sup> day prior to the election in the office of the City Clerk. The petition shall be signed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and by not less than 5 nor more than 10 voters in a city with less than 1,000 voters. No candidate may withdraw his/her nomination papers after 5:00 p.m. on the 88 <sup>th</sup> day prior to the election. (E.C. 10220-'94, 10224-'94, 10403-'94, 10510-'94)
	Schools, Special Districts and Cities	Registrar of Voters And City Clerk	<b>INCUMBENT CANDIDATE:</b> An elective officer seeking nomination for, and election to, the same elective office s/he holds by virtue of election prior to the election shall be entitled to be designated on the ballot as an incumbent or use the title of the office in lieu of an occupational designation if so stated. If the elective office held is by appointment, the word "appointed" must precede the word "incumbent" or the title of the office. (E.C. 13107-'99)  <b>CANDIDATE'S STATEMENT:</b> Statement of their qualifications, not exceeding 200 words in length, shall be filed at the same time and in the same place as Declaration of Candidacy. (E.C. 13307-'94)
Aug 9 (-88)	Schools, Special Districts and Cities	Registrar of Voters And City Clerks	<b>NOTICE OF LAST DAY TO FILE ARGUMENTS:</b> Last day to publish or post Notice of Last Day to file arguments for or against a measure. (E.C. 9163-'94, 9219-'94, 9502-'94, 12111-'96)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 9 (-88)	Districts and Cities	District Secretary and City Clerk	<b>CONSOLIDATION OF LOCAL OR SPECIAL ELECTIONS WITH GENERAL DISTRICT ELECTION:</b> Last day the governing body of any district, city or other political subdivision may, by Resolution, submit request to the Board of Supervisors that such special election be consolidated with the General Election and allow the Registrar of Voters to provided services. Such resolution shall contain the measure or office to be filled exactly as it is to appear on the ballot. Such request shall be made to the Board of Supervisors and a copy of the request to the Registrar of Voters. (E.C. 10002-'74; 10400-'94, et. Seq.)
Aug 9 5:00 pm (-88)	Schools, Districts and Cities	Registrar of Voters and City Clerk	<b>CLOSE OF CANDIDATE FILING PERIOD:</b> Last day and hour to file Declaration of Candidacy/nomination Paper and candidate statements in the office of the Registrar of Voters or City Clerk during regular office hours. (E.C. 13307-'94, 10220-'94, 10407-'94, 10510-'94)
Aug 9 5:00 pm (-88)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<b>LAST DAY TO WITHDRAW DECLARATION OF CANDIDACY PAPERS:</b> No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m., on the 88 <sup>th</sup> day prior to the general election. (E.C. 10224-'94, 10510-'94, 10603-'96)
Aug 12 5:00 pm (-85)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>WITHDRAWAL OF CANDIDATE STATEMENT:</b> Last day to withdraw candidate's statement. (E.C. 13307-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 14 5:00 pm (-83)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<p><b>CANDIDATE FILING EXTENSION – IF INCUMBENT DOES NOT FILE:</b> Notwithstanding any other provisions of law, if Declaration of Candidacy/ Nomination papers for an incumbent elective officer are not filed by 5:00 p.m. on the 88<sup>th</sup> day before the Consolidated Election, any person other than the incumbent shall have until 5:00 p.m. on the 83<sup>rd</sup> day before the election to file Declaration of Candidacy/Nomination papers for the elective office.</p> <p>This section is not applicable where there is no incumbent to be elected. If this section is applicable notwithstanding E.C. 10603, a candidate whose Declaration of Candidacy has been filed for any Governing Board Member election may withdraw as a candidate until 5:00 pm on the 83<sup>rd</sup> day before election. (E.C. 10225-94; 10516-'94, 10604-'96)</p>
Aug 14 (-83)	Schools and Districts	Registrar of Voters And Governing Boards	<p><b>APPOINTMENTS TO OFFICE IN LIEU OF ELECTION:</b> If, by 5:00 p.m., on this day, only one person has been nominated for any elective office to be filled at that election; or no one has been nominated for such office; and if petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, requesting that the election be held, has not been presented to the officer conducting the election, appointments will be made in lieu of election. The person appointed shall qualify and take office and serve as if elected for such office. (E.C. 10515-'94, Ed.C. 5326-'96, 5328-'78)</p>

(Continued)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 14 (-83)	Schools	Registrar of Voters And Governing Board	<p><b>APPOINTMENTS TO OFFICE IN LIEU OF ELECTION – CONTINUED:</b></p> <p>The Registrar of Voters shall prepare a Notice to the County Superintendent of Schools indicating in which school districts there were no candidates or an insufficient number of candidates and the fact that no election shall be held in those districts.</p> <p>If a school district election is not held pursuant to Section 5326 of the Education Code the qualified candidates shall be seated at the organizational meeting of the Board. If there were no candidates or an insufficient number of candidates, the Board shall appoint a qualified person or persons to the offices at a meeting held prior to the election. (Ed.C. 5328-'78)</p> <p>Prior to making an appointment to office, the Governing Board shall publish a Notice once in a newspaper of general circulation published in the district, stating that the Board intends to make an appointment and informing persons of the procedure available for applying for the office. (Ed.C. 5328.5-'82)</p>
	Districts		<p>The Registrar of Voters shall prepare a Notice to the Board of Supervisors requesting the Board, at a meeting held prior to the first Monday before the first Friday in December in which the election would have been held, to appoint to such office or offices the person or persons who have been nominated or, in the event of no nominations, the Board shall appoint any qualified person to such office. (E.C. 10515-'94)</p>
	Cities	City Clerk	<p>Appointments In Lieu of Election to city offices shall be made pursuant to Section 10229 of the Elections Code.</p>

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 15 5:00 pm (-82)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>WITHDRAWAL OF CANDIDATE'S STATEMENT (Extended Filing Period):</b> Last day to withdraw Candidate's Statement if candidate filing period is extended. (E.C. 13307-'94)
Aug 15 (-82)	Schools, Districts and Cities	Secretary of State	<b>ORDER OF CANDIDATES ON BALLOT:</b> The Secretary of State to conduct a alphabetical drawing to determine the order of candidates names on the ballot. (E.C. 13112-'94)
Aug 16 (-81)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>LAST DAY TO FILE ARGUMENTS:</b> Last day to file arguments for or against a measure. Arguments should be filed with the Registrar of Voters for County, School and Special District measures, and with the City Clerk for City measures. No argument shall exceed 300 words in length. (E.C. 9162-'94, 9163-'94, 9282-'94, 9315-'94, 9501-'00, 9502-'94, 9219-'94)  All arguments concerning measures filed pursuant to Division 5 of this code shall be accompanied by the form statement provided for in Section 9600 of the Elections Code. (E.C. 9600-'94)
Aug 19 (-78) thru Sep 27 (-39)	Schools	Governing Board	<b>PUBLISH NOTICE OF APPOINT- MENT TO BE MADE IN LIEU OF ELECTION:</b> Suggested date within which to publish a Notice of Appointment in Lieu of election shall be published in a newspaper of general circulation in the district, stating appointments pursuant to Education Code Section 5328, shall be made by the governing board or county board of education. (Ed.C. 5326-'94, 5328.5-'82)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 23 (-74)	Schools, Districts, and Cities	Registrar of Voters, District Secretary, And City Clerk	<b>LAST DAY TO FILE REBUTTAL ARGUMENTS:</b> Last day to file rebuttal arguments. Rebuttal arguments must be filed with the Registrar of Voters for County, Schools, Districts, and with the City Clerk for City measures. No rebuttal argument shall exceed 250 words in length. (E.C. 9167-'94, 9285-'94, 9317-'94, 9504-'94)  The provisions for rebuttal arguments shall not apply unless the legislative body of the City, by a majority vote, provides for rebuttal arguments. If adopted by the legislative body the rebuttal provisions shall apply for all future City elections, unless later repealed by the legislative body in accordance with the provisions of this Section. (E.C. 9285-'94)
Aug 24 (-73) thru Sep 3 (-63)	Schools, Districts, And Cities	Registrar of Voters And City Clerk	<b>TEN (10) DAY VIEWING PERIOD:</b> Elections Code 13313 allows a ten day viewing period of the official voter's pamphlet prior to submittal for printing. During this 10 day period, any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted. (E.C. 13313-'94)
	Cities	City Clerk	
Aug 26 (-71)	Cities	City Clerk	<b>PUBLISH LIST OF NOMINEES:</b> A list of nominees shall be published, in the order which they are to appear on the ballot and the respective offices for which they have been nominated. Publication shall be in the City or proposed City, pursuant to Section 6066 of the Government Code. (E.C. 12110-'96)
Aug 29 (-68)	Schools, Districts, and Cities	Registrar of Voters	<b>DEATH OF CANDIDATE:</b> Last day to remove a candidate's name from the ballot if the candidate has died and that fact has been ascertained by the Registrar of Voters. (Ed.C. 5329-'86, E.C. 10529-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Sep 3 (-64)	Schools, Districts, and Cities		<b>WRIT OF MANDATE:</b> End of ten (10) day viewing period. Last day to file writ of mandate for information appearing in the sample ballot. (E.C. 13313-'94)
Sep 9 (-57) thru Oct 22 (-14)	Schools and Districts	Registrar of Voters	<b>WRITE-IN CANDIDATES:</b> Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file a statement of write-in candidacy. (E.C. 8600-'94)  The statement and nomination papers shall be available on the 57 <sup>th</sup> day prior to the election for which the candidate is filing as a write-in candidate, and shall be delivered to the elections official responsible for the conduct of the election no later than the 14 <sup>th</sup> day prior to the election. (E.C. 8601-'94)
	Cities	City Clerk	
Sep 23* (-45)	Schools, Districts and Cities	Registrar of Voters	<b>FIRST MAILING (45 DAY CLOSE):</b> Last day to register to be processed in the first mailing of sample ballots.
Sep 26 (-40)	Schools and Districts	Registrar of Voters	<b>1<sup>ST</sup> PRE-ELECTION CAMPAIGN STATEMENT FILING:</b> Last day to file campaign statements by candidates and committees for the period ending September 30, 2002. <b>(G.C. 84200.8-'86)</b>
	Cities	City Clerk	
Sep 26 (-40)	Schools, Districts, and Cities	Registrar of Voters	<b>MAIL SAMPLE BALLOTS:</b> Registrar of Voters to commence to mail sample ballots and other election materials, as applicable. (E.C. 13303-'94)
Oct 11 (-25)	Schools, Districts and Cities	Registrar of Voters	<b>SECOND MAILING (29 DAY CLOSE):</b> Close of registration for official registration counts and processing second mailing of sample ballots.
Oct 7 (-29)	Schools, Districts, and Cities	Registrar of Voters	<b>PRECINCT BOARDS – POLLING PLACES:</b> Last day Registrar of Voters to issue order appointing precinct boards and designate polling places. (E.C. 12286-'96)

\* Deadline falls on a holiday or weekend, therefore performance of these duties moves to the next business day.



DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Oct 7 (-29) thru Oct 29 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>ABSENT VOTER BALLOT APPLICATIONS:</b> During this period, the Registrar of Voters will process all applications for an absent voter ballot received in person or by mail. (E.C. 3001-'94)  Any voter wishing to vote by absentee ballot after October 31st must do so at the office of the Registrar of Voters in person or by authorized agent. (E.C. 3021-'98)
Oct 15 (-21)	Schools, Districts, and Cities	Registrar of Voters	<b>MAIL SAMPLE BALLOTS:</b> Deadline for Registrar of Voters to mail sample ballots. (E.C. 13303-'94)
Oct 21 (-15)	Schools, Districts and Cities	Registrar of Voters	<b>THIRD MAILING (15 DAY FINAL CLOSE OF REGISTRATION):</b> Last day to register or re-register and processing of third mailing of sample ballots. (E.C. 2107-'00)
Oct 22 (-14)	Schools and Districts	Registrar of Voters	<b>WRITE-IN CANDIDATE'S DECLARATION:</b> Deadline for write-in candidate to file Declaration of Candidacy. No filing fee is required. (E.C. 8601-'94, 8603-'94, 8604-'94)
	Cities	City Clerk	
Oct 24 (-12)	Schools and Districts	Registrar of Voters	<b>2<sup>ND</sup> PRE-ELECTION CAMPAIGN STATEMENT FILING:</b> Last day to file campaign statements showing receipts and expenditures for the period October 1, 2000 through October 21, 2000. (G.C. 84200.8-'86)
	Cities	City Clerk	

\* Deadline falls on a holiday or weekend, therefore performance of these duties moves to the next business day.

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Oct 26 (-10)	Schools, Districts, and Cities	Registrar of Voters	<b>SATURDAY VOTING:</b> Early voting at the Registrar of Voters office is available from 9 a.m. to 3 p.m.
Oct 29 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>ABSENT VOTER BALLOT APPLICATION:</b> Last day for Registrar of Voters office to receive and process applications for absent voter ballots by mail. (E.C. 3001-'94)
Oct 29 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>EMERGENCY VOTING:</b> After the close of the period for requesting absent voter ballots by mail, any voter unable to go to the polls on election day, may come into the Registrar of Voters office to pick up or vote a ballot. If ill, an authorized representative designated by the voter, may pick up a ballot for the voter. Emergency ballots cannot be mailed, but must be returned personally by the voter or by an authorized person designated by the voter, to the Registrar of Voters office or to any polling place within the jurisdiction. (E.C. 3021-'98)
Oct 29 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>PROCESSING AND COUNTING ABSENT VOTER BALLOTS:</b> Registrar of Voters may start to process absent voter ballots, but not count until after polls close on election day. (E.C. 15001-'98)
Nov 2 (-3)	Schools, Districts, and Cities	Registrar of Voters	<b>SATURDAY VOTING:</b> Early voting at the Registrar of Voters office is available from 9 a.m. to 3 p.m.
Nov 4 (-1)	Schools	Governing Board	<b>APPOINTMENT IN LIEU OF ELECTION – LAST DAY:</b> If pursuant to Education Code Section 5326 a school district election is not held, the qualified person or persons nominated shall be seated at the organizational meeting of the board; if no person has been nominated or if an insufficient number is nominated, the governing board shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district election. (Ed.C. 5328-'79)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Nov 5 (0)	Schools, Districts, and Cities	Registrar of Voters	<b>DAY OF ELECTION:</b> Polls are open at 7:00 a.m. to 8:00 p.m. (E.C. 1000-'99, 1302-'96, 1303-'96, 1304-'94, 10541-'94, 14212-'94 Ed.C. 5000-'90)
Nov 5 (0)	Schools, Districts, and Cities	Registrar of Voters	<b>VOTING ABSENT VOTER BALLOTS:</b> Deadline for all absent voter ballots to be received by Registrar of Voters, or returned to any member of a precinct board at any polling place within the county. (E.C. 3017-'94. 3020-'94)  Any voter may vote by absentee ballot in the Registrar of Voters office before 8:00 p.m. on election day. (E.C. 3018-'99)
Nov 7 (+2)	Schools, Districts, and Cities	Registrar of Voters	<b>OFFICIAL CANVASS:</b> Registrar of Voters shall commence official canvass no later than the first Thursday following the election. Canvass to be completed no later than the last Monday before the last Friday of that month. (E.C. 15000 et. Seq.-'98, 10411-'98, 10547-'94, 10548-'94)
Dec 2 (+27)	Schools, Districts, and Cities	Registrar of Voters And City Clerks	<b>DECLARE ELECTED CANDIDATES:</b> No later than the Monday before the first Friday in December the Registrar of Voters, or appropriate Governing Body, shall declare candidates elected. The Registrar of Voters shall deliver to each district a certificate of election signed by the Registrar of Voters for elected candidates. Should there be a tie for any such office, the governing body of the district shall be notified pursuant to Elections Code 15651 or 10551 or Ed. Code 5016-'77. (E.C. 10262-'99, 10551-'94, 10553-'94. 15401-'94)
Dec 2 (+27)	Schools, Districts and Cities	Registrar of Voters	<b>STATEMENT OF RESULTS:</b> As soon as the canvass is completed, the Registrar of Voters shall mail a statement of the results to each district/city involved in the election. (E.C. 10553-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Dec 6 (+31)	Schools	Governing Board	<b>ELECTED CANDIDATES TAKE OFFICE:</b>  Governing Board members elected or appointed In-Lieu of Election take office on the first Friday of December following their election. (Ed.C. 5017-'90, 5328-'78)
	Districts	Board of Directors	Directors elected or appointed In-Lieu of Election take office at noon on the first Friday of December following their election. Prior to taking office each officer shall take the official oath and execute such bond as may be required by the principle act. (E.C. 10554-'94)
Dec 30* (+54)	Districts	Registrar of Voters	<b>NOTICE TO SECRETARY OF STATE:</b> No later than this date the Registrar of Voters shall prepare and send a notice to the Secretary of State containing the information as required by Section 10552 of the Elections Code. (E.C. 10552-'94)
Jan 31, 2003 (-87)	Schools and Districts	Registrar of Voters	<b>FINAL FILING/SEMI-ANNUAL FILING – CANDIDATE AND COMMITTEE CAMPAIGN STATEMENT:</b> Last day to file final Campaign Statement showing receipts and expenditures for the period October 22, 2002 through December 31, 2002.
	Cities	City Clerk	Candidates filing semi-annual reports cover the period July 1, 2002 through December 31, 2002. (G.C. 84200-'94)

\* Deadline falls on a holiday or weekend, therefore performance of these duties moves to the next business day.

# **APPENDIX – F**

**SECRETARY OF STATE**

**CALENDARS**

**2001 – 2002**

## POLITICAL SUBDIVISIONS OF SAN BERNARDINO COUNTY

San Bernardino County is comprised of 24 incorporated cities and 46 school districts and 55 self governed special districts. The County is also (in whole or part) made up of the following political subdivisions.

<b>CONGRESSIONAL</b>	25 <sup>th</sup> Congressional District (Portions of San Bernardino, Inyo, Los Angeles and Mono Counties)
	26 <sup>th</sup> Congressional District (Portions of San Bernardino and Los Angeles Counties)
	41 <sup>st</sup> Congressional District (Portions of San Bernardino and Riverside Counties)
	42 <sup>nd</sup> Congressional District (Portions of San Bernardino, Los Angeles, and Orange Counties)
	43 <sup>rd</sup> Congressional District (San Bernardino County only)
<b>SENATORIAL</b>	*17 <sup>th</sup> State Senatorial District (Portions of San Bernardino, Los Angeles, and Ventura Counties)
	18 <sup>th</sup> State Senatorial District (Portions of San Bernardino, Inyo, Kern and Tulare Counties)
	*29 <sup>th</sup> State Senatorial District (Portions of San Bernardino, Los Angeles and Orange Counties)
	*31 <sup>st</sup> State Senatorial District (Portions of San Bernardino and Riverside Counties)
	32 <sup>nd</sup> State Senatorial District (Portions of San Bernardino and Los Angeles Counties)
<b>ASSEMBLY</b>	32 <sup>nd</sup> Assembly District (Portions of San Bernardino and Kern Counties)
	34 <sup>th</sup> Assembly District (Portions of San Bernardino, Inyo, Kern and Tulare Counties)
	36 <sup>th</sup> Assembly District (Portions of San Bernardino and Los Angeles Counties)
	59 <sup>th</sup> Assembly District (Portions of San Bernardino and Los Angeles Counties)
	60 <sup>th</sup> Assembly District (Portions of San Bernardino, Los Angeles and Orange Counties)
	61 <sup>st</sup> Assembly District (Portions of San Bernardino and Los Angeles Counties)
	62 <sup>nd</sup> Assembly District (San Bernardino County only)
	63 <sup>rd</sup> Assembly District (Portions of San Bernardino and Riverside Counties)
	65 <sup>th</sup> Assembly District (Portions of San Bernardino and Riverside Counties)
<b>BOARD OF EQUALIZATION</b>	2 <sup>nd</sup> District (Alpine, Amador, Butte, Calaveras, El Dorado, Fresno, Glenn, Inyo, Kern, Kings, Lassen, Los Angeles, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Bernardino, San Joaquin, Santa Barbara, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, Ventura, and Yuba Counties)
	3 <sup>rd</sup> District (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and San Diego Counties)
<b>APPELLATE COURT</b>	4 <sup>th</sup> District (Imperial, Inyo, Orange, Riverside, San Bernardino, and San Diego Counties)
<b>JUDICIAL</b>	63 Superior Courts
<b>SUPERVISORIAL DISTRICTS</b>	*1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Districts
	2 <sup>nd</sup> and 4 <sup>th</sup> Districts

\* March 2004 Presidential Primary

## **NOTICE**

This handbook has been prepared to assist you in filing any document relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

## **WE'RE ON THE INTERNET**

<http://www.sbcrov.com>

The Registrar of Voters and the County of San Bernardino Information Services Department have worked together to bring you a vast variety of election information for the upcoming Direct Primary Election on March 5, 2002 and General Election on November 5, 2002. Different features will be added as we get closer to the election. A sample of what you will find includes:

- Basic information "Facts for Voters" on registration, voting at the polls or by mail
- Absentee ballot applications
- Look up your polling place address
- Candidate Filing Guide
- Data and statistics specific to the election - registration/turnout history, number of polls, workers, ballot styles, etc., how ballots are processed and canvassed, and much more.
- Election night election results - updated continually throughout the evening until the count is complete.

We hope you will find this information useful and beneficial to your campaign. If you have ideas and suggestions for the future, please let us know.